

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

To

[Recipient Name]

[Recipient Position]

[Recipient Company/Organization Name]

[Recipient Address]

[City, State, ZIP Code]

Subject: Introduction of GST Registration for [Your Company Name]

Dear [Recipient Name],

I hope this letter finds you well.

We are pleased to inform you that [Your Company Name] has successfully completed the Goods and Services Tax (GST) registration process. This registration allows us to comply with the regulations of GST and ensures that our business operations align with the latest tax laws.

Our GST Registration Number is [GST Number]. With this registration, we aim to enhance our service offerings and provide our valued clients with added transparency in our transactions.

We appreciate your continued support and look forward to serving you under the new tax framework. Should you have any questions or require further information regarding our GST registration, please do not hesitate to contact us.

Thank you for your attention.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company Name]