

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

The Tax Authorities

[Department/Office Name]  
[Tax Authority Address]  
[City, State, Zip Code]

Subject: Application for GST Registration

Dear Sir/Madam,

I am writing to formally apply for Goods and Services Tax (GST) registration for my business, [Your Business Name].

Business Details:

- Business Name: [Your Business Name]
- Business Address: [Business Address]
- PAN: [Your Permanent Account Number]
- Email: [Business Email]
- Phone Number: [Business Phone Number]

I have attached all relevant documents required for the GST registration process, including:

1. Proof of Identity
2. Proof of Address
3. Business Registration Certificate
4. Bank Statement

I kindly request you to process my application at the earliest convenience. Should you require any further information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Designation, if applicable]

[Your Business Name]