

[Company Letterhead]

[Date]

To,

The Goods and Services Tax Officer,

[GST Department Address]

[City, State, ZIP Code]

Subject: Application for GST Registration

Dear Sir/Madam,

We wish to apply for Goods and Services Tax (GST) registration for our corporation as per the provisions of the Goods and Services Tax Act, [Year].

Company Details:

- Company Name: [Your Company Name]
- Corporate Identification Number (CIN): [Your CIN]
- Address: [Registered Office Address]
- Email: [Your Email Address]
- Phone Number: [Your Phone Number]
- Date of Incorporation: [Incorporation Date]

We would like to inform you that our company is engaged in [brief description of business activities]. We anticipate our turnover to exceed the prescribed limit for GST registration, and therefore, we are seeking to register under GST to comply with the applicable tax obligations.

Attached herewith are the necessary documents required for the registration process:

1. Copy of PAN
2. Certificate of Incorporation
3. Address Proof
4. Bank Account Statement
5. Identification Proof of Authorized Signatory

We kindly request you to acknowledge our application and provide us with our GST registration number at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Designation]

[Your Company Name]

[Your Signature]