

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

The GST Officer

[GST Department Address]  
[City, State, Zip Code]

Subject: Application for GST Registration

Dear Sir/Madam,

I, [Your Name], am a freelancer providing [describe the services you provide, e.g., graphic design, writing, IT consulting] based in [Your City]. I am writing to request the registration of Goods and Services Tax (GST) for my freelance business.

Here are my details for your reference:

1. Name: [Your Full Name]
2. PAN: [Your Permanent Account Number]
3. Address: [Your Complete Address]
4. Mobile Number: [Your Phone Number]
5. Email ID: [Your Email Address]
6. Nature of Services: [Detailed description of services offered]
7. Estimated Turnover: [Your estimated annual turnover]

I have attached the required documents, including:

- Identity proof (Aadhaar/PAN)
- Address proof (Utility Bill/Lease Agreement)
- Bank statement
- Photographs

I look forward to your prompt action on my GST registration.

Thank you for your attention.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]