

[Your Organization's Letterhead]

[Date]

To,

The Goods and Services Tax Department,

[GST Office Address]

Subject: Application for GST Registration

Dear Sir/Madam,

We, [Name of the Non-Profit Organization], are a non-profit organization established under [relevant Act/Registration details] with the main objective of [state the purpose of the organization].

As part of our operations, we engage in activities that include [briefly describe activities]. Given our turnover exceeds the threshold limit set by the GST Council, we are applying for GST registration under the provisions as applicable to non-profit entities.

Please find enclosed the following documents for your kind consideration:

1. Copy of our registration certificate
2. PAN card of the organization
3. Memorandum of Association/Trust Deed
4. Address proof of the organization
5. Details of the bank account

We kindly request you to process our application and grant us the GST registration at your earliest convenience.

Thank you for your attention to this matter.

Yours sincerely,

[Your Name]

[Your Designation]

[Contact Information]

[Email Address]

[Organization's Website]