

[Your Firm's Letterhead]

[Date]

To,

The GST Officer,

[GST Department Address]

Subject: Application for GST Registration for Partnership Firm

Dear Sir/Madam,

We, [Partnership Firm's Name], a partnership firm registered under the Partnership Act, 1932, would like to apply for Goods and Services Tax (GST) registration.

Details of the partnership firm are as follows:

1. ****Firm Name:**** [Partnership Firm's Name]
2. ****PAN of Firm:**** [PAN Number]
3. ****Partners' Names:****
 - [Partner 1 Name] - [PAN]
 - [Partner 2 Name] - [PAN]
 - [Additional Partners if any]
4. ****Registered Address:**** [Complete Address]
5. ****Business Description:**** [Brief Description of Business Activities]
6. ****Mobile Number:**** [Contact Number]
7. ****Email Address:**** [Email ID]

Enclosed are the following documents for your reference:

1. Partnership Deed Copy
2. PAN Card of the Firm
3. Address Proof of the Firm
4. Identity Proof and Address Proof of Partners

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

Thank you for your attention to this matter.

Yours sincerely,

[Your Name]

[Designation]

[Partnership Firm's Name]

[Contact Number]

[Email ID]