

[Your Business Letterhead]

[Your Name]

[Your Position]

[Your Business Name]

[Your Business Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Tax Department Name]

[Department Address]

[City, State, ZIP Code]

Subject: Application for GST Registration

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to formally apply for Goods and Services Tax (GST) registration for my business, [Your Business Name]. We are engaged in [brief description of your business activities] and are eager to comply with the taxation framework set forth by the government.

Details of our business are as follows:

- Business Name: [Your Business Name]
- Business Address: [Business Address]
- GST Number (if applicable): [Existing GST Number]
- Type of Business: [Individual/Partnership/LLC/Corporation]
- PAN Number: [Your PAN Number]
- Account Number: [Your Business Bank Account Number]

We have attached the necessary documents as per the GST registration requirements, including:

1. Proof of business registration
2. PAN card of the business
3. Address proof
4. Details of the authorized signatory

We request you to process our application and grant us the GST registration at your earliest convenience. Should you require any further information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Business Name]