

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

[GST Registration Authority]  
[Authority Address]  
[City, State, Zip Code]

Subject: Application for GST Registration

Dear [GST Registration Authority],

I, [Your Name], am writing to request GST registration for my services as a [Your Service Type, e.g., consultant, freelancer, etc.].

1. Name of the Business: [Your Business Name]
2. Type of Service Provided: [Brief Description of Services]
3. PAN of Business: [Your Business PAN]
4. Business Address: [Your Business Address]
5. Contact Information: [Your Email/Phone Number]

Enclosed are the necessary documents as per the GST registration requirements:

- Copy of PAN Card
- Address Proof
- Service Agreement (if applicable)
- Identity Proof

I appreciate your prompt attention to this matter and look forward to your guidance on the next steps.

Thank you for your consideration.

Sincerely,

[Your Name]  
[Your Designation]  
[Your Business Name]