

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: GST Registration Notification

Dear [Recipient Name],

We are pleased to inform you that your application for Goods and Services Tax (GST) registration has been successfully processed. Your GSTIN is [GST Identification Number].

Please find below the details related to your GST registration:

- ****Business Name****: [Your Business Name]
- ****GSTIN****: [GSTIN]
- ****Type of Registration****: [Regular/Special Category]
- ****Registered Address****: [Registered Business Address]
- ****Effective Date of Registration****: [Date]

We encourage you to comply with all GST regulations and guidelines. For further assistance and to ensure proper compliance, please visit the official GST portal at [GST Portal Link].

Thank you for your attention.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]

[Email Address]