

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

To

The GST Officer
[GST Office Name]
[Office Address]
[City, State, ZIP Code]

Subject: Request for GST Registration

Dear Sir/Madam,

I am writing to formally request the registration of my business under the Goods and Services Tax (GST) regime. Below are the details of my business for your consideration:

1. Business Name: [Your Business Name]
2. Business Address: [Business Address]
3. Nature of Business: [Type of Business]
4. PAN of the Business: [Your PAN]
5. Contact Number: [Your Contact Number]
6. Email Address: [Your Email]

I have attached all necessary documents required for the registration process. I kindly request you to process my application at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if submitting in hard copy)]
[Your Name]
[Your Designation, if applicable]