

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

[GST Department Name]  
[Department Address]  
[City, State, ZIP Code]

Subject: Application for GST Registration

Dear [Recipient's Name],

I am writing to formally apply for Goods and Services Tax (GST) registration for my business, [Your Business Name], registered under the name [Your Full Name or Company Name].

Business Details:

- Business Address: [Business Address]
- PAN: [Your PAN Number]
- Nature of Business: [Brief Description of Your Business]
- Expected Turnover: [Estimated Annual Turnover]

I have attached all the necessary documents required for processing my application, including:

1. Proof of identity
2. Proof of address
3. Business registration documents
4. PAN card

I request you to kindly process my application at your earliest convenience. Should you require any additional information or clarification, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Designation (if applicable)]  
[Your Business Name]