

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

To,

The Goods and Services Tax (GST) Officer,
[Office Address]
[City, State, Zip Code]

Subject: Application for GST Registration

Dear Sir/Madam,

I, [Your Name], am writing to request GST registration for my sole proprietorship business, [Business Name], which is located at [Business Address].

Details of the business are as follows:

- Business Name: [Business Name]
- Type of Business: Sole Proprietorship
- Nature of Business: [Brief description of the business activities]
- PAN: [Your PAN Number]
- Aadhar Number: [Your Aadhar Number]
- Contact Number: [Your Contact Number]
- Email ID: [Your Email ID]

I have enclosed the necessary documents, including:

1. PAN Card
2. Aadhar Card
3. Proof of Business Address (e.g., utility bill)
4. Bank Account Statement

I kindly request you to process my application for GST registration at your earliest convenience.

Thank you for your attention to this matter.

Yours faithfully,

[Your Signature]

[Your Name]

[Your Designation, if applicable]