

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

To

[GST Department/Authority Name]  
[Department Address]  
[City, State, Zip Code]

Subject: Application for GST Number Renewal

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to formally request the renewal of my Goods and Services Tax (GST) number [Your GST Number]. The details are as follows:

- Name of Business: [Your Business Name]
- GST Number: [Your GST Number]
- Business Address: [Your Business Address]
- Contact Information: [Your Email and Phone Number]

I understand that the renewal process is required to continue our compliance with GST regulations. Enclosed with this letter are all the necessary documents for your consideration.

Please let me know if you require any additional information or documentation. I appreciate your prompt attention to this matter and look forward to your positive response.

Thank you for your assistance.

Sincerely,

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