

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Subject: Comprehensive GST Authority Letter

Dear [Recipient Name],

We, [Your Company Name], a Private Limited Company registered under the Companies Act, having our registered office at [Your Company Address], hereby authorize the following individual(s) to act on our behalf regarding all matters related to Goods and Services Tax (GST):

1. **Authorized Person 1**

Name: [Full Name]

Designation: [Designation]

Mobile No: [Mobile Number]

Email ID: [Email Address]

2. **Authorized Person 2**

Name: [Full Name]

Designation: [Designation]

Mobile No: [Mobile Number]

Email ID: [Email Address]

These authorized representatives are empowered to perform the following functions on our behalf:

- Submit and file GST returns
- Respond to notices and queries from the GST department
- Apply for GST refunds
- Manage GST compliance and regulation listings
- Update information related to GST registrations

We confirm that any actions taken by the above individuals in relation to GST on our behalf will be binding on our company.

Please provide them with the necessary cooperation for conducting their responsibilities effectively.

Thank you for your attention to this matter. Should you require any further information or clarification, please feel free to contact us at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Designation]

[Your Company Name]

[Your Company Registration Number]

[Your Company Address]

[City, State, Zip Code]