

[Your Company Letterhead]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

To,

The GST Officer

[Office Address of GST Authority]

[City, State, Zip Code]

Subject: Authorization Letter for GST Related Activities

Dear Sir/Madam,

We, [Company Name], a Private Limited Company registered under the Companies Act, having our Registered Office at [Company Address], holding GST Registration No. [GST Number], hereby authorize the following individual to represent us before the Goods and Services Tax Authority for all matters relating to GST:

Name: [Authorized Person's Name]

Designation: [Authorized Person's Designation]

Contact Number: [Authorized Person's Contact Number]

Email Address: [Authorized Person's Email Address]

This authorization includes but is not limited to the following activities:

- Filing GST returns
- Responding to queries from the GST Authorities
- Receiving GST related correspondence
- Any other activity related to GST compliance

We affirm that this authorization remains in effect until further written notice from our company.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Designation]

[Company Name]

[Company Seal, if applicable]