

[Your Company's Letterhead]

[Date]

To,

The Goods and Services Tax Authority,

[Authority's Address]

Subject: Authorization Letter for GST Matters

Dear Sir/Madam,

This is to inform you that we, [Your Company Name], a Private Limited Company registered under the Companies Act, 2013 with GSTIN [Your GSTIN], hereby authorize the following person to act on our behalf in all matters relating to GST:

Name: [Authorized Person's Full Name]

Designation: [Authorized Person's Designation]

Contact Number: [Authorized Person's Contact Number]

Email: [Authorized Person's Email Address]

This authorization allows the above-mentioned individual to represent us, file returns, and handle any communications with the GST Department on our behalf.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Designation]

[Your Company Name]

[Your Company Address]

[Your Contact Number]

[Your Email Address]