

[Your Company Letterhead]

[Date]

To

The GST Officer

[Department/Office Name]

[Address]

[City, State, Zip Code]

Subject: Authorization Letter for GST Representation

Dear Sir/Madam,

We, [Company Name], a Private Limited Company registered under the Companies Act, 2013 with Corporate Identification Number (CIN) [CIN Number], having our registered office at [Registered Address], hereby authorize [Name of the Authorized Person], holding the position of [Designation] in our company, to represent us before the Goods and Services Tax (GST) authorities.

The authorized person is permitted to handle all matters related to GST, including but not limited to filing returns, addressing queries, and responding to notices on behalf of [Company Name].

Please find enclosed a copy of the authorized person's identification and any other relevant documents for your reference.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Designation]

[Company Name]

[Contact Information]

[Email Address]

Enclosures:

1. ID proof of Authorized Person
2. [Any other relevant documents]