

[Your Company's Letterhead]

[Date]

To,

The GST Officer,

[GST Office Address]

[City, State, ZIP Code]

Subject: Authorization for GST Registration

Dear Sir/Madam,

I, [Your Name], the [Your Designation] of [Company Name], a Private Limited Company registered under the Companies Act, hereby authorize [Authorized Person's Name], holding the position of [Designation of Authorized Person], to act on behalf of our company for the purpose of obtaining GST registration.

Details of the Company:

- Company Name: [Company Name]
- Company Address: [Company Address]
- PAN: [Company PAN]

Details of Authorized Person:

- Name: [Authorized Person's Name]
- Designation: [Authorized Person's Designation]
- Contact Number: [Authorized Person's Contact Number]

This authorization is valid until [Expiration Date] or until revoked in writing by the company.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]

[Your Name]

[Your Designation]

[Company Name]

[Contact Information]