

[Your Company Letterhead]

[Date]

To,

The Goods and Services Tax Authority,

[Address of the GST Office]

[City, State, Zip Code]

Subject: Authority Letter for GST Representation

Dear Sir/Madam,

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

Name: [Authorized Person's Name]

Designation: [Authorized Person's Designation]

PAN: [Authorized Person's PAN]

Mobile No: [Authorized Person's Mobile Number]

Email: [Authorized Person's Email]

This authorization includes, but is not limited to, submitting GST returns, filing applications, and receiving correspondence concerning any GST-related matters.

Please find attached the necessary documents for your records, including our GST registration certificate.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Designation]

[Company Name]

[Contact Number]

[Email Address]

[Attachments: GST Registration Certificate, Any other relevant documents]