

[Your Company Letterhead]

[Date]

To,

The GST Authority,

[Authority Address]

[City, State, ZIP Code]

Subject: Authority Letter for GST Compliance

Dear Sir/Madam,

This is to certify that we, [Company Name], a Private Limited Company having GSTIN [Your GST Number], hereby authorize [Name of the Authorized Person], holding the designation of [Designation] in our organization, to act on our behalf in matters related to GST compliance.

The authorized person is empowered to:

1. Submit GST returns and related documents.
2. Represent the company in all GST-related matters.
3. Handle all communications with the GST Authority.

This authorization is valid until further notice and shall remain effective unless revoked in writing.

For any queries, please feel free to contact us at [Your Contact Number] or [Your Email Address].

Thank you.

Sincerely,

[Your Name]

[Your Designation]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Contact Number]

[Email Address]