

[Your Company Letterhead]

[Date]

To,

The GST Authorities,

[Authority Address]

Subject: Authority Letter for GST Representation

Dear Sir/Madam,

This is to inform you that we, [Company Name], a Private Limited Company registered under the Goods and Services Tax (GST), having GSTIN [Your GSTIN], hereby authorize [Authorized Person's Name], [Designation] of [Company Name], to act on our behalf in all GST-related matters.

Details of the Authorized Person:

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

This authorization grants [Authorized Person's Name] the full power to represent our company regarding GST registration, filing of returns, and any other GST related inquiries or issues that may arise.

This authority letter is valid until further notice.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Designation]

[Company Name]

[Company Address]

[Contact Number]

[Email Address]