

[Your Company Letterhead]

[Date]

To,

The GST Authority,

[Authority's Address]

[City, State, ZIP Code]

Subject: Authorization Letter for GST Matters

Dear Sir/Madam,

We, [Company Name], incorporated under the Companies Act, 2013 with CIN [CIN Number], and having our registered office at [Registered Address], hereby authorize [Authorized Person's Name], [Designation], holding PAN [PAN Number], to act on our behalf for all matters related to the Goods and Services Tax (GST).

This authorization includes the right to file returns, respond to notices, and perform any other necessary actions concerning our GST compliance.

This letter is valid until [end date or "further notice"].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Designation]

[Company Name]

[Contact Number]

[Email Address]

[Company Seal/Stamp]