

****GST Authorization Letter Format for Pvt Ltd Companies****

[Your Company Letterhead]

[Date]

To,

The GST Officer,

[GST Office Address]

[City, State, Zip Code]

Subject: Authorization for GST Compliance

Dear Sir/Madam,

We, [Your Company Name], a Private Limited Company registered under the Companies Act, 2013 with GSTIN [Your GST Number], hereby authorize the following individual(s) to act on our behalf for the purpose of GST compliance:

1. ****Authorized Person:****

- Name: [Full Name]
- Designation: [Designation]
- Contact Number: [Phone Number]
- Email ID: [Email Address]

2. ****Additional Authorized Person (if any):****

- Name: [Full Name]
- Designation: [Designation]
- Contact Number: [Phone Number]
- Email ID: [Email Address]

This authorization includes, but is not limited to, the filing of GST returns, responding to notices, and any other compliance-related issues under the Goods and Services Tax Act.

We request you to kindly provide necessary assistance to the above-mentioned individuals in carrying out their responsibilities.

Thank you.

Yours sincerely,

[Your Name]

[Your Designation]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Contact Number]

[Email Address]

****Note:**** Ensure the letter is printed on the official letterhead and signed by an authorized signatory.