

[Your Company Letterhead]

[Date]

To,

The GST Officer,

[GST Office Address]

Subject: Authorization Letter for GST Matters

Dear Sir/Madam,

I, [Your Name], the [Your Designation] of [Company Name], a Private Limited Company, hereby authorize [Authorized Person's Name], [Authorized Person's Designation], to act on behalf of our company in all GST-related matters, including but not limited to filing returns, obtaining information, and responding to queries.

Company Details:

- Company Name: [Company Name]
- GSTIN: [GST Number]
- Registered Address: [Company Address]

Authorized Person's Details:

- Name: [Authorized Person's Name]
- Designation: [Authorized Person's Designation]
- ID Proof: [Type of ID and ID Number]

This authorization is valid until [End Date or "revoked in writing"].

Thank you for your cooperation.

Sincerely,

[Your Signature]

[Your Name]

[Your Designation]

[Contact Information]