

[Your Company Letterhead]

[Date]

To,

The Goods and Services Tax Department,

[Address of GST Office]

Subject: Letter of Authorization for GST Compliance

Dear Sir/Madam,

I, [Your Name], the [Designation] of [Company Name], having GSTIN [Your GST Number], hereby authorize [Authorized Person's Name], holding [Authorized Person's Designation/Relationship], to act on behalf of our company for all matters related to GST compliance, including but not limited to:

1. Filing GST Returns
2. Responding to notices from GST authorities
3. Updating GST information
4. Liaising with tax officials

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

Thank you.

Sincerely,

[Your Name]

[Your Designation]

[Company Name]

[Company Address]

[Contact Information]

[Signature]