

[Your Company Letterhead]

[Date]

To

The GST Authority

[Authority's Address]

[City, State, Zip Code]

Subject: Authorization Letter for GST Matters

Dear Sir/Madam,

This is to inform you that we, [Your Company Name], a Private Limited Company registered under the Companies Act, are authorizing [Authorized Person's Name], holding the designation of [Designation] in our company, to represent us before the GST authorities for all matters related to our GST registration, filing, and compliance.

Details of our Company:

- Company Name: [Your Company Name]
- GSTIN: [Your GSTIN]
- Registered Address: [Your Registered Address]
- Contact Number: [Your Contact Number]

Details of the Authorized Person:

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

We confirm that the above-mentioned person is our duly authorized representative and is empowered to make decisions and take actions on behalf of our company concerning GST-related matters.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Designation]

[Your Company Name]

[Your Contact Information]

[Your Company Seal, if applicable]