

[Your Company Letterhead]

Date: [Insert Date]

To,

The GST Authority,

[GST Office Address]

[City, State, ZIP Code]

Subject: Authorization Letter for GST Matters

Dear Sir/Madam,

This letter is to formally authorize [Name of Authorized Person], holding the position of [Designation] at [Your Company Name], a Private Limited Company registered under GST with GSTIN: [Your GSTIN], to act on our behalf concerning all GST-related matters.

Details of the Authorizer:

- Name: [Your Name]

- Designation: [Your Designation]

- Contact Number: [Your Contact Number]

- Email: [Your Email Address]

Details of the Authorized Person:

- Name: [Authorized Person's Name]

- Designation: [Authorized Person's Designation]

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

- Email: [Authorized Person's Email Address]

Please grant [Authorized Person's Name] the necessary access and authorization to complete GST filings, attend meetings, and communicate with the GST department on matters regarding our company.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Designation]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Contact Number]

[Email Address]

[Company Seal/Stamp, if applicable]