

[Your Company Letterhead]

Date: [DD/MM/YYYY]

To,

The GST Authority,

[Authority's Address]

Subject: Authorization to Represent [Your Company Name] for GST Matters

Dear Sir/Madam,

We, [Your Company Name], a Private Limited Company with GSTIN [Your GST Number], hereby authorize [Name of the Authorized Person], holding the position of [Designation], to act on our behalf in all matters related to the Goods and Services Tax (GST).

Details of the Authorized Person:

- Name: [Authorized Person's Name]

- Designation: [Authorized Person's Designation]

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

- Email ID: [Authorized Person's Email ID]

We request you to provide them with all necessary assistance to resolve any GST-related queries, submit documents, and represent us at proceedings as may be required.

This authorization is valid till [Valid Until Date] unless revoked earlier in writing.

Thank you for your cooperation.

Yours sincerely,

[Your Name]

[Your Designation]

[Your Company Name]

[Company Address]

[Company Contact Information]

[Company Seal/Stamp] (if applicable)