

[Your Company Letterhead]

[Date]

To,

The GST Authority,

[Address of the GST Office],

[City, State, ZIP Code]

Subject: Authorization Letter for GST Representation

Dear Sir/Madam,

This is to inform you that we, [Company Name], a Private Limited Company, having GSTIN [Your GST Number], hereby authorize [Authorized Person's Name], [Designation], [Authorized Person's Address], to act on our behalf in all matters related to GST compliance, including filing returns, responding to notices, and representing us before the GST authorities. This authorization is valid from [Start Date] to [End Date] unless revoked in writing.

For your reference, we have attached the following documents:

1. Copy of GST Registration Certificate
2. Identity Proof of the Authorized Person
3. Resolution of the Board of Directors (if applicable)

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Designation]

[Company Name]

[Company Address]

[Contact Number]

[Email Address]

[Company Seal] (if applicable)