

[Your Company Letterhead]

[Date]

To,

The Goods and Services Tax Officer,

[GST Office Address]

Subject: Authorization Letter for GST Representation

Dear Sir/Madam,

We, [Company Name], a Private Limited Company (Pvt Ltd), located at [Company Address], bearing GSTIN [Your GST Number], hereby authorize [Authorized Person's Name], holding designation of [Designation] in our company, to represent us in matters pertaining to GST.

The authorized person is permitted to carry out the following tasks on our behalf:

1. File GST returns
2. Respond to any GST-related queries
3. Attend meetings or hearings related to GST
4. Obtain information or documents required for GST compliance

This authorization is valid from [Start Date] to [End Date]. We request you to extend your cooperation to [Authorized Person's Name] during this period.

Thank you for your attention.

Yours sincerely,

[Your Name]

[Your Designation]

[Company Name]

[Contact Information]

[Company Seal/Stamp]