

[Your Company Letterhead]

[Date]

To,

The GST Authority,

[Office Address]

City, State, ZIP Code

Subject: Authorization for GST Matters

Dear Sir/Madam,

We, [Your Company Name], a Private Limited Company, having GSTIN [Your GSTIN], hereby authorize the following person to act on our behalf in all matters pertaining to Goods and Services Tax (GST):

Name: [Authorized Person's Name]

Designation: [Authorized Person's Designation]

PAN: [Authorized Person's PAN]

Contact Number: [Authorized Person's Contact Number]

Email: [Authorized Person's Email]

This authorization includes, but is not limited to, filing GST returns, responding to notices, and any other GST compliance-related activities as required.

We confirm that the authorized person is empowered to represent our company until this authorization is revoked in writing.

Thank you.

Sincerely,

[Your Name]

[Your Designation]

[Your Company Name]

[Company Address]

[City, State, ZIP Code]

[Contact Information]

[Company Seal/Signature]