

[Your Company Letterhead]

[Date]

To,

The GST Authority

[Authority's Address]

Subject: Authorization Letter for GST Matters

Dear Sir/Madam,

This is to inform you that we, [Company Name], a Private Limited company registered under Goods and Services Tax (GST) with GSTIN [GST Number], hereby authorize [Authorized Person's Name], [Designation], [Employee ID if applicable], to represent our company for all matters related to GST. [Authorized Person's Name] is authorized to handle the following on our behalf:

1. Submit documents
2. Obtain certificates
3. Clarify any queries related to our GST filings

We request you to kindly provide assistance to the authorized representative.

Thank you.

Sincerely,

[Your Name]

[Your Designation]

[Company Name]

[Contact Information]