

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

The [Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Subject: Request for GST Certificate

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a copy of the GST certificate for [Your Company/Organization Name] with GSTIN [Your GSTIN Number], as it is required for our record-keeping and compliance purposes.

We would appreciate it if you could provide the certificate at your earliest convenience. Should you need any further information or documentation to process this request, please do not hesitate to let me know.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization Name]