

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

[Recipient's Name]
[Recipient's Title]
[Department Name]
[Organization Name]
[Address]

[City, State, Zip Code]

Subject: Application for GST Exemption

Dear [Recipient's Name],

I am writing to formally request an exemption from Goods and Services Tax (GST) for [briefly mention the reason - e.g., for non-profit organization, educational purposes, etc.].

[Provide a detailed explanation of the purpose of your application, including relevant information, supporting documents, and any applicable laws or regulations that justify your request.]

I kindly ask you to consider my application and grant the exemption. If you need any further information or documentation, please feel free to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position (if applicable)]

[Your Organization (if applicable)]