[Your Company Name and Address]

[City, State, ZIP Code]

[Contact Number]

[Email Address]

[Date]

The Assistant Commissioner,

Goods and Services Tax Department,

[City, State, PIN Code]

Subject: Application for GST Registration

Respected Sir/Madam,

We are writing this letter to apply for GST Registration for our business [Your Company Name] as per the provisions of the Goods and Services Tax Act, 2017.

The details of our business are as follows:

Name of the Business: [Your Company Name]

Business Address: [Your Business Address]

Business Type: [Proprietorship/Partnership/Private Limited Company/Public Limited Company]

PAN Number: [Your PAN Number]

Constitution of Business: [Individual/HUF/Partnership Firm/LLP/Private Limited Company/Public Limited Company/Trust/Society/Section 8 Company/Others]

Details of Proprietor/Partners/Director: [Name, Father's Name, Residential Address, Contact Number, Email Address, PAN Number, Aadhaar Number]

We request you to kindly process our application for GST registration at the earliest. We have enclosed all the necessary documents required for the registration process.

Enclosed Documents:

PAN Card Copy

Aadhaar Card Copy of Proprietor/Partners/Director

Bank Statement/Cancelled Cheque

Passport Size Photograph of Proprietor/Partners/Director

Rent Agreement or Ownership Proof of the Business Premises

Memorandum and Articles of Association (in case of Private/Public Limited Companies)

Partnership Deed (in case of Partnership Firms)

Trust Deed (in case of Trusts)

We assure you that all the information provided in this application is true and correct to the best of our knowledge. We will comply with all the rules and regulations of GST and pay the taxes as per the applicable rates.

Thank you for considering our application for GST Registration.

Sincerely,

[Your Name]

[Designation]

[Your Company Name]