

GST Registration Application Cover Letter

Date: 15 June 2024

To,
The GST Officer,
Goods and Services Tax Department,
City Office Address Here
Subject: Application for GST Registration

Respected Sir/Madam,

I, **Rahul Sharma**, proprietor of **M/s Sharma Traders**, hereby submit my application for registration under the Goods and Services Tax (GST) Act, 2017.

My business is engaged in trading of electronic goods and located at 46, Business Park, Sector 41, Noida, Uttar Pradesh - 201301. As my business has crossed the prescribed turnover threshold and in accordance with GST compliance requirements, I request you to kindly process my GST registration application.

I am enclosing all the requisite documents along with the application form as per the guidelines issued by the GST department.

I request you to kindly consider my application and grant me the GSTIN at the earliest.

Thanking you.

Yours faithfully,

Rahul Sharma

Proprietor

M/s Sharma Traders

Mobile: +91-9876543210

Email: rahul.sharma@email.com

- This cover letter must be addressed to the appropriate jurisdictional GST officer.
- Include accurate business and contact details for clear identification.
- Attach all necessary documents as per GST department guidelines.
- Ensure the cover letter is signed by the authorized applicant or proprietor.
- Keep a copy of the signed letter for your company's records.