

Signature Authorization Letter for GST

[Michael Johnson]

[789 Oak Avenue]

[Springfield, State, 67890]

[December 26, 2024]

[GST Officer]

[Goods and Services Tax Department]

[State Tax Office Address]

[Springfield, State, 67890]

Subject

Authorization to Sign on My Behalf for GST Matters

Dear Sir/Madam,

I, Michael Johnson, hereby authorize Sarah Williams to act on my behalf for all matters related to my GST registration and filings. This includes signing documents, submitting returns, and handling any correspondence with the GST Department on my behalf.

This authorization is valid from December 27, 2024, to January 31, 2025, unless revoked earlier in writing. Sarah Williams is fully aware of her responsibilities and the scope of her authority regarding my GST affairs.

For verification purposes, a copy of her ID proof is enclosed along with mine. Should you require any further clarification, please contact me at [michael.johnson@example.com] or [987-654-3210].

Thank you for your assistance.

Sincerely,

Michael Johnson

[Signature]

Enclosures

- Copy of Michael Johnson's ID proof
- Copy of Sarah Williams' ID proof