

To

The Excise & Taxation Officer,  
Assessing Authority,

\_\_\_\_\_

Sub: For Change the name of the firm.

Respected Sir,

I am the Proprietor of the firm named \_\_\_\_\_ **at**  
\_\_\_\_\_, which is  
Registered U/S 11 of the HVAT Act, 20003 and CST Act and having the TIN  
No.- \_\_\_\_\_.

Sir, I want to change the name of my firm for some personal reason. I want to  
change the name of the firm and it will be \_\_\_\_\_ instead  
of \_\_\_\_\_. The address of the firm will be same given as  
above. Please make the necessary changes in your records. I shall be very  
thankful to you for this.

Thanking You

Your Faithfully