**Format for Change of Address Letter to Service Tax Department**

From:

Robert Brown

Manager,

M.K Global Solutions Ltd

2st Floor, Ghanerao House 10, Delhi (India)

Date: 03.06.2017

To,

The Officer

Service Tax Department

Cinnamon Gardens, Delhi (India)

Sub: Change of Address

Dear Sir,

We would like to inform you that our company M.K Global Solutions Ltd has shifted from its previous location to a new place and we would like to please update our new address in your records. We request you to please forward all the correspondences to the new address from now onwards.

Name: M.K Global Solutions Ltd

Address: 2st Floor, Ghanerao House 10

Phone: 9898989898

We would also like to request you to please send us a formal confirmation letter of change of address in your records. We expect that you would make these changes at the earliest as we will no longer be responsible for any correspondence sent to the previous address.

For any further queries, please contact us at the number shared in the letter.

Sincerely,

Mukesh Goyal

Manager,

M.K Global Solutions Ltd