

[Your Company Letterhead]

[Your Company Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Designation]

[Recipient's Company Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: E-Way Bill Compliance

I hope this letter finds you well.

We would like to bring to your attention our commitment to compliance with the e-way bill regulations as mandated by the Goods and Services Tax (GST) Act. Our company is dedicated to ensuring that all necessary documentation and processes are in place for seamless transportation of goods.

As part of our compliance measures, we have implemented the following procedures:

1. Timely generation of e-way bills for all eligible consignments.
2. Regular training sessions for our staff to stay updated with the latest e-way bill requirements.
3. Maintenance of accurate records of all e-way bills generated and utilized.

We appreciate your cooperation and assistance in this matter. Should you require any further information or clarification, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Designation]

[Your Company Name]