

[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Subject: GGT Payment Notification

Dear [Recipient's Name],

We are writing to inform you about the scheduled payment regarding the GGT (Gross Gaming Tax) for the period of [start date] to [end date].

****Payment Details:****

- Amount Due: [Amount]
- Due Date: [Due Date]
- Payment Method: [Payment Method]

Please ensure that the payment is processed by the due date to avoid any penalties. For your convenience, you can make the payment through [payment options].

If you have any questions or require further assistance, feel free to contact us at [contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]