

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

[Recipient Name]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: GGT Payment Submission

I am writing to formally submit the payment for the Government Goods and Services Tax (GGT) as per the requirements outlined in your recent communication.

Please find enclosed the payment details:

- Invoice Number: [Invoice Number]
- Amount: [Amount]
- Payment Method: [Payment Method]
- Transaction Reference: [Transaction Reference]

Should you have any questions or require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company/Organization Name] (if applicable)