

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

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

Subject: GGT Payment Documentation

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to provide documentation regarding the payment of the Government Grant Tax (GGT) for the period ending [insert date]. Please find attached the relevant payment receipt and accompanying documentation for your records.

Details of the payment are as follows:

- Payment Amount: [insert amount]
- Payment Date: [insert date]
- Payment Reference Number: [insert reference number]
- Method of Payment: [insert method, e.g., bank transfer, check, etc.]

Should you require any additional information or clarification, please do not hesitate to contact me. Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Company/Organization Name]  
[Attachments: Payment Receipt, Additional Documentation]