

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

[Recipient Name]
[Recipient Title]
[Recipient Company]
[Company Address]
[City, State, Zip Code]

Subject: Confirmation of GST Return Submission

Dear [Recipient Name],

I hope this message finds you well.

This letter serves to confirm that I have successfully submitted my GST return for the period [insert period, e.g., July 2023] on [insert submission date].

Details of the submission are as follows:

- GSTIN: [Your GST Number]
- Return Type: [GSTR-1/GSTR-3B/etc.]
- Period: [Tax Period]
- Submission Date: [Date of Submission]

Please let me know if you require any further information or documentation regarding this submission.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]