

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Department/Organization]

[Address]

[City, State, ZIP Code]

Subject: GST Return Issues - [Your GSTIN]

Dear [Recipient Name],

I hope this message finds you well. I am writing to address concerns regarding my recent GST return submissions for the period of [specific period].

Upon reviewing my accounts, I encountered [briefly describe the issue, e.g., discrepancies, late filing, etc.]. I kindly request your guidance on resolving this matter promptly.

Please let me know the necessary steps I need to undertake to rectify this issue. I appreciate your assistance and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Designation/Role, if applicable]