

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

[Recipient Name]
[Recipient's Designation]
[Recipient's Organization]
[Organization's Address]
[City, State, ZIP Code]

Subject: GST Return Declaration for [Period/Quarter/Year]

Dear [Recipient Name],

I, [Your Name], holding GSTIN [Your GSTIN], am writing to declare the GST return for the period of [mention period: e.g., July 2023 - September 2023].

1. ****Details of the Return:****

- GST Return Type: [e.g., GSTR-1, GSTR-3B]
- Filing Period: [Start Date] to [End Date]
- Total Sales: [Total Amount]
- Total Purchases: [Total Amount]
- GST Payable: [Total Amount]
- GST Paid: [Total Amount]
- Refund Claimed (if any): [Total Amount]

2. ****Supporting Documents Attached:****

- Invoice copies
- Challans for payment of GST
- Reconciliation statement
- Any other relevant documents

I affirm that the information provided is true and complete to the best of my knowledge and belief. If there are any discrepancies or if further information is required, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Designation/Title, if applicable]