

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

To,

The GST Officer,

[Office Address]

[City, State, Zip Code]

Subject: Application for GST Return

Dear Sir/Madam,

I hope this letter finds you well.

I am writing to formally request the filing of my GST return for the period of [mention the specific period, e.g., July 2023 - September 2023]. My GSTIN is [Your GSTIN].

Despite my efforts to file the return, I encountered [briefly explain any issues faced, if any]. Therefore, I kindly request your assistance in processing my GST return.

I have attached all the necessary documents for your reference.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Designation, if applicable]

[Your Business Name, if applicable]