

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

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

Subject: GST Return Notification for [Period]

Dear [Recipient's Name],

I hope this message finds you well. This letter is to formally notify you regarding the submission of our Goods and Services Tax (GST) return for the period of [Start Date] to [End Date].

We have successfully filed our GST return on [Filing Date] under GSTIN: [Your GSTIN]. The details of the return are as follows:

- **Total Sales:** [Amount]
- **Total Purchases:** [Amount]
- **GST Payable:** [Amount]
- **GST Paid:** [Amount]

Please find attached [any supporting documents, if applicable] for your reference. Should you have any questions or require further information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position, if applicable]
[Your Company Name, if applicable]