

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Designation]
[Department Name]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Subject: Request for GST Return Adjustment

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an adjustment to our GST return for the period ending [specify period].

[Provide a brief explanation of the reason for the adjustment, including any relevant details regarding the GST return in question. Mention any discrepancies or errors that need correction.]

I have included all necessary documentation to support this request, including [list any attached documents].

I kindly ask for your assistance in processing this adjustment at your earliest convenience. Please feel free to contact me directly at [your phone number] or [your email address] should you require any further information or clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Designation]
[Your Company Name]