

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

To

The [GST Office Name]
[Office Address]
[City, State, Zip Code]

Subject: Request for Amendment of GST Return

Dear Sir/Madam,

I, [Your Name], with GSTIN [Your GSTIN], am writing to request an amendment to my GST return for the period of [specify period].

Details of the GST Return:

- GST Return Type: [GSTR-1/GSTR-3B]
- Period: [Month/Year]
- Filed on: [Date of filing]
- Reference Number: [Reference Number]

Reason for Amendment:

[Provide a brief explanation of the reason for the amendment, e.g., incorrect data entry, omission, etc.]

Details of Amendments Required:

1. [Specify detail 1 to be amended]
2. [Specify detail 2 to be amended]
3. [Continue as necessary]

I kindly request your assistance in processing this amendment at your earliest convenience. Should you require any further information or documentation, please feel free to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Designation, if applicable]

[Your Company Name, if applicable]