

[Your Company Letterhead]

[Date]

[Auditor's Name]

[Auditor's Firm]

[Address]

[City, State, Zip Code]

Subject: Clarification Regarding GST Return for [Period]

Dear [Auditor's Name],

I hope this letter finds you well. We are writing to clarify certain aspects of our Goods and Services Tax (GST) return for the period ending [Insert Period], in response to your recent queries.

1. ****Summary of GST Returns Filed****

- GST Return Filed on: [Insert Date]
- GSTIN: [Insert GSTIN]
- Total GST Collected: [Insert Amount]
- Total GST Paid: [Insert Amount]

2. ****Specific Clarifications****

- ****[Insert Specific Point 1]:**** [Provide Clarification]
- ****[Insert Specific Point 2]:**** [Provide Clarification]
- ****[Insert Specific Point 3]:**** [Provide Clarification]

3. ****Supporting Documents Attached****

- [List of documents, e.g., invoices, bank statements, etc.]

Please feel free to reach out if you require any further information or additional documentation. We appreciate your guidance and support during the audit process.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]