

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

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

Subject: Explanation for Discrepancies in GST Return

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to address the discrepancies identified in our Goods and Services Tax (GST) return for the period of [specify period].

Upon reviewing the filed return, we noticed the following discrepancies:

1. **\*\*Description of Discrepancy 1\*\***: [Provide details]
2. **\*\*Description of Discrepancy 2\*\***: [Provide details]
3. **\*\*Description of Discrepancy 3\*\***: [Provide details]

We take these discrepancies seriously and have taken the necessary steps to investigate and rectify the issues. [Briefly explain the cause of the discrepancies and any corrective actions taken].

We request your understanding concerning this matter and are committed to ensuring compliance moving forward. Please let us know if any further information is required or if you would like to discuss this in more detail.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]  
[Company Registration Number]