

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

[Recipient Name]
[Recipient Title]
[Tax Authority Name]
[Tax Authority Address]
[City, State, ZIP Code]

Subject: GST Return Submission for [Period]

Dear [Recipient Name],

I hope this letter finds you well.

I am writing to formally submit the Goods and Services Tax (GST) return for my business, [Your Business Name], for the period of [Start Date] to [End Date].

Enclosed/Attached, please find the required documents including:

1. GST Return Form [Specify Form Number or Name]
2. [List any additional documents, if applicable]

We have diligently maintained our records and ensured that all transactions during this period have been accurately reported. The total taxable sales amount to [Total Taxable Sales], with the total GST payable being [Total GST Amount].

Should you require any additional information or clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Business Name]