

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

To,

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

Subject: Request for GST Return Filing

Dear Sir/Madam,

I, [Your Name], am a registered taxpayer under GST with GSTIN [Your GSTIN Number]. I am writing this letter to request assistance regarding my GST return filing for the period [Specify Period, e.g., July 2023 to September 2023].

Due to [reason for request, e.g., technical issues, lack of documents, etc.], I was unable to file my GST return by the due date. I kindly request your guidance in [specific assistance you need, e.g., extension of time, clarification on filing procedures, etc.].

I assure you that I will take all necessary steps to ensure compliance with the GST regulations and file the required returns at the earliest.

Thank you for your understanding. I look forward to your prompt assistance in this matter.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Designation (if applicable)]

[Your Company Name (if applicable)]