

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

[Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[Organization's Address]
[City, State, ZIP Code]

Subject: Inquiry Regarding GST Return

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inquire about the GST return for the financial year [specific year or period].

[Provide a brief background regarding your GST situation and mention any specific concerns or questions you have regarding the return.]

I would appreciate any guidance or assistance you can offer regarding this matter.

Thank you for your attention to this inquiry. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Designation (if applicable)]

[Your Organization Name (if applicable)]