

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: GST Return Submission for [Period/Quarter]

I am writing to submit the Goods and Services Tax (GST) return for the period of [specify period, e.g., July to September 2023]. Please find attached the completed GST return form along with all necessary supporting documents for your review.

Should you require any additional information or clarification, please do not hesitate to reach out to me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Company Name, if applicable]