

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

[Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]

[City, State, Zip Code]
Subject: GST Return Compliance

Dear [Recipient's Name],
I hope this letter finds you well. I am writing to request your assistance in ensuring our compliance with the Goods and Services Tax (GST) return requirements for the [mention relevant period, e.g., "July 2023"] quarter.

As per the current regulations, it is crucial for us to file our GST returns by [mention filing due date]. We would like to confirm that all necessary documents and financial data are prepared to facilitate timely submission.

Please provide the following information/documents at your earliest convenience:

1. [List specific documents or data needed]
2. [Any additional requests or clarifications]

Timely compliance is important to avoid any penalties, and we appreciate your cooperation in this matter.

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

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]