

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

The Goods and Services Tax Department

[Department Address]
[City, State, ZIP Code]

Subject: Filing of GST Return for [Period]

Dear Sir/Madam,

I hope this letter finds you well. I am writing to submit my Goods and Services Tax (GST) return for the period of [specify the period, e.g., July 2023].

Our GSTIN is [Your GSTIN]. Enclosed with this letter are the relevant documents and the filled GST return forms for your reference.

Please let me know if you require any additional information or have any questions regarding this filing.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Designation/Position]
[Your Company Name, if applicable]
[Your Company Registration Number, if applicable]