

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: GST Return Updates

I hope this message finds you well.

We are writing to inform you about the updates regarding our Goods and Services Tax (GST) returns. As of [specific date], we have filed our GST returns for the period of [specify period], and would like to share the following important details:

1. ****Filing Status****:

- GST Return filed for [specify period] on [filing date]
- Acknowledgment Number: [insert number]

2. ****Revisions****:

- Any revisions made to previous returns (if applicable)

3. ****Outstanding Payments****:

- Current outstanding balance/any penalties (if applicable)

4. ****Important Deadlines****:

- Upcoming filing dates or payment deadlines

Please ensure that all necessary records are updated accordingly. Should you have any questions or require further clarification, feel free to contact us at your earliest convenience.

Thank you for your attention to this matter.

Best regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company Name]