

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

[Recipient's Name]
[Recipient's Title]
[Company Name]

[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: GST Payment Advice

I hope this letter finds you well.

This is to inform you that the GST payment for the period of [specify period] has been processed successfully. The payment details are as follows:

- GST Amount: [specify amount]
- Payment Date: [specify date]
- ARN: [specify ARN number]

Please find attached relevant documents for your reference.

Should you have any questions or require further information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Yours sincerely,

[Your Name]
[Your Title]
[Your Company]