

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

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

Subject: GST Payment Acknowledgment

Dear [Recipient Name],

I am writing to acknowledge the receipt of the GST payment made on [Payment Date] for the amount of [Payment Amount]. This payment pertains to the GST registration number [Your GST Number] for the period of [Period Covered].

Please find the details of the transaction below:

- Payment Date: [Payment Date]
- Payment Amount: [Payment Amount]
- GST Registration Number: [Your GST Number]
- Reference Number: [Transaction Reference Number]

We appreciate your timely payment and commitment to compliance with GST regulations. If you have any queries or require further information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Name]
[Your Title/Position]
[Your Organization]