

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Subject: GST Payment Clarification

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to seek clarification regarding the Goods and Services Tax (GST) payment made on [specific date] for [details of the transaction or invoice number].

[Explain the reason for seeking clarification, mentioning any specific amounts, discrepancies, or points of confusion].

I would appreciate your assistance in resolving this matter at your earliest convenience. Please let me know if any further information is required from my side.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position (if applicable)]