

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Designation]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Subject: GST Payment Compliance

Dear [Recipient Name],

We are writing to confirm our compliance with the Goods and Services Tax (GST) obligations as per the applicable laws and regulations. This letter serves to affirm that all GST payments due have been duly submitted by our company, [Your Company Name], for the period [Start Date] to [End Date].

Details of GST Compliance:

- GST Registration Number: [Your GST Number]
- Total GST Amount Payable: [Total Amount]
- Payment Reference Number: [Payment Ref No.]
- Payment Date: [Payment Date]

We assure you of our commitment to timely GST payment and adherence to all relevant compliance requirements. Should you require any further information or documentation, please feel free to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Designation]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Number]

[Your Email Address]

[Enclosures: if any]