

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

To,

The GST Officer
[Department/Office Name]
[Office Address]
[City, State, Zip Code]

Subject: Correction Request for GST Payment

Dear [GST Officer's Name],

I am writing to request a correction regarding the GST payment made for the period [Insert Period]. The details of the payment are as follows:

- GSTIN: [Your GSTIN]
- ARN: [ARN Number]
- Payment Amount: [Amount]
- Date of Payment: [Payment Date]

Upon reviewing my records, I realized that [briefly explain the reason for correction, e.g., wrong amount, wrong GST number, etc.].

To rectify this, I kindly request your assistance in processing the correction. I have attached relevant documents for your reference, including [mention any supporting documents like payment receipts, bank statements, etc.].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Designation, if applicable]
[Your Company Name, if applicable]