

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

[Recipient's Name]
[Company/Organization Name]
[Recipient's Address]
[City, State, Zip Code]

Subject: GST Payment Discrepancy Notification

Dear [Recipient's Name],

I am writing to bring to your attention a discrepancy regarding the GST payment recorded for [specify the period, e.g., "the quarter ending June 30, 2023"].

Details of the discrepancy are as follows:

- GST Amount Paid: [Specify amount]
- GST Amount Recorded: [Specify amount]
- Reference Number: [Specify reference number if applicable]

Upon reviewing the payment records, I found that the amount recorded does not match the amount I remitted. I kindly request your assistance in resolving this matter as soon as possible.

Please find attached supporting documents for your reference:

1. Payment receipt
2. Bank statement
3. [Any other relevant document]

I appreciate your prompt attention to this issue and look forward to your response. Should you require any further information, please do not hesitate to contact me at [your phone number or email address].

Thank you for your cooperation.

Sincerely,

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