

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

[Recipient Name]
[Recipient's Position]
[Department/Agency Name]
[Address]
[City, State, Zip Code]

Subject: Inquiry Regarding GST Payment

Dear [Recipient Name],

I hope this letter finds you well. I am writing to inquire about the GST payment for the following details:

- GST Registration Number: [Your GST Registration Number]
- Invoice Number: [Invoice Number]
- Payment Date: [Payment Date]
- Amount: [Payment Amount]

I would appreciate if you could provide me with an update on the status of this payment. Additionally, if there are any discrepancies or further information needed from my side, please let me know.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position/Designation] (if applicable)
[Your Company Name] (if applicable)