

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

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

Subject: GST Payment Notification

Dear [Recipient's Name],

I hope this letter finds you well.

This is to inform you that the Goods and Services Tax (GST) payment for the period [insert period] has been successfully processed. Below are the details of the payment:

- \*\*GST Amount:\*\* [insert amount]
- \*\*Payment Date:\*\* [insert date]
- \*\*Transaction ID:\*\* [insert transaction ID]
- \*\*Reference Number:\*\* [insert reference number]

Please let us know if you require any additional information or documentation regarding this payment.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company/Organization Name]