

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: GST Payment Reminder

Dear [Recipient's Name],

We hope this message finds you well. This letter serves as a reminder regarding the pending Goods and Services Tax (GST) payment for the period of [mention period].

**\*\*Invoice Details:\*\***

- Invoice Number: [Invoice Number]

- Due Date: [Due Date]

- Amount Due: [Amount Due]

As per our records, we have not yet received the payment which was due on [Due Date]. Kindly ensure that the payment is made at your earliest convenience to avoid any late fees or penalties.

For your convenience, the payment can be made through [mention payment methods].

If you have already processed this payment, please disregard this notice. Otherwise, we look forward to your prompt response. Should you have any questions, feel free to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

[Your Company Address]