

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: GST Payment Reminder

I hope this message finds you well. This letter serves as a gentle reminder regarding the Goods and Services Tax (GST) payment due for the period [insert period].

As per our records, the outstanding amount is [insert amount], which was due on [insert due date]. We kindly request that you process this payment at your earliest convenience to avoid any late fees or penalties.

For your reference, the payment details are as follows:

- Invoice Number: [insert invoice number]

- GST Amount: [insert amount]

- Payment Due Date: [insert due date]

Please feel free to reach out if you have any questions or require further information to expedite this payment.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Position]

[Your Company Name]