

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

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

Subject: GST Payment Confirmation

Dear [Recipient's Name],

I am writing to confirm the payment of Goods and Services Tax (GST) for the period of [mention period, e.g., July 2023 - September 2023].

Payment Details:

- GST Amount: [Amount]
- Payment Date: [Date]
- Transaction ID: [Transaction ID]
- Mode of Payment: [e.g., Online Transfer, Cheque, etc.]

Please find attached the payment receipt for your records.

If you require any further information or clarification, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Designation, if applicable]

[Your Organization Name, if applicable]