

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

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

Subject: Submission of GST Payment Details

Dear [Recipient's Name],

I am writing to submit the details of the GST payments for the period of [specify period, e.g., "October 2023"]. Below are the relevant details:

1. \*\*GST Registration Number:\*\* [Your GST Registration Number]
2. \*\*Payment Reference Number:\*\* [Reference Number]
3. \*\*Total GST Amount:\*\* [Total Amount Paid]
4. \*\*Payment Date:\*\* [Date of Payment]
5. \*\*Mode of Payment:\*\* [Bank Transfer/Cheque/Cash]
6. \*\*Bank Details (if applicable):\*\*

- Bank Name: [Your Bank Name]
- Account Number: [Your Account Number]

Please let me know if you require any additional information or documentation regarding this submission.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Designation]  
[Your Company Name]