

[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: Request for GST Payment Receipt

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a receipt for the GST payment that I made on [date of payment] for the amount of [amount paid]. The payment was made under the GST registration number [your GST number] and concerns [brief description of the transaction or service].

I would appreciate it if you could send me the receipt at your earliest convenience, as it is required for my records and compliance purposes.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your GST Number]