

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

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]

[City, State, Zip Code]

Subject: Notification of GST Payment

Dear [Recipient Name],

I hope this letter finds you well.

I am writing to formally notify you that the GST payment for [specify the period, e.g., Q1 2023] has been successfully made. Below are the details of the payment:

- **GST Registration Number**: [Your GST Number]
- **Payment Amount**: [Amount]
- **Payment Date**: [Date of Payment]
- **Transaction Reference Number**: [Reference Number]

Please update your records accordingly and confirm receipt of the payment at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]