

[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: GST Payment Submission

Dear [Recipient's Name],

I am writing to inform you that I have processed the GST payment for [specify period or invoice number], as outlined in the [relevant agreement or regulation]. The payment amount is [amount], which has been transferred to the designated account on [date of payment].

For your records, please find the payment details below:

- GST Amount: [amount]
- Transaction Reference Number: [reference number]
- Payment Method: [e.g., bank transfer, cheque]

Should you require any further information or documentation, please do not hesitate to contact me at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Company Name]