

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

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

Subject: Request for GST Payment

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the payment of Goods and Services Tax (GST) due for the period of [insert period, e.g., January 2023 to March 2023].

The details of the GST payment are as follows:

- GST Amount Due: [insert amount]
- Invoice Number: [insert invoice number]
- Due Date: [insert due date]

We kindly ask you to process the payment at your earliest convenience to ensure compliance with tax regulations. Should you have any questions or require further information, please feel free to contact me directly at [insert your phone number] or [insert your email address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company Name]