

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

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Subject: GST Complaint Regarding [Brief Description of the Complaint]

Dear [Recipient's Name],

I am writing to formally lodge a complaint regarding [specific issue related to GST].

1. ****Description of the Issue****:

- Clearly outline the nature of the complaint.
- Provide relevant details, including dates, transaction numbers, and any correspondences.

2. ****Impact of the Issue****:

- Explain how this issue has affected you or your business.

3. ****Previous Communication****:

- Mention any prior attempts to resolve this issue through emails, phone calls, or in-person meetings.

4. ****Resolution Sought****:

- Specify what you are seeking as a resolution to the complaint.

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]