

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

[Recipient's Name]
[Recipient's Title]
[Department Name]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Subject: Formal Complaint Regarding GST Issues

Dear [Recipient's Name],

I am writing to formally express my concerns regarding [briefly state the issue related to GST, e.g., "wrong GST calculation," "failure to issue GST invoice," etc.], which has caused [describe the impact, e.g., "financial loss," "confusion in compliance," etc.].

Details of the Issue:

- GST Registration Number: [Your GST Number]
- Invoice/Transaction Details: [Invoice Number, Date, Transaction Details]
- Description of Issue: [Provide a detailed account of the problem, including dates and any relevant documentation]

I kindly request your immediate attention to this matter and seek appropriate resolution. Enclosed are copies of relevant documents to support my complaint.

Thank you for addressing this issue promptly. I look forward to your response within [mention a specific time frame, e.g., "14 days"] from the date of this letter.

Sincerely,

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