

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[Organization Address]
[City, State, Zip Code]
Subject: GST Complaint Regarding [Brief Description of the Issue]
Dear [Recipient's Name],
I am writing to formally lodge a complaint regarding [specific GST issue]
that I encountered on [date or time frame].
Details of the Complaint:
- **GST Number:** [Your GST Number]
- **Invoice Number:** [If applicable]
- **Description of the Issue:** [Detailed description of the complaint]
- **Impact of the Issue:** [How the issue has affected you or your
business]
I have attached the following documents for your reference:
1. [Attachment 1: Describe document, e.g., copy of invoice]
2. [Attachment 2: Describe document, e.g., relevant correspondence]
3. [Any additional attachments, if necessary]
I request that you kindly address this issue at your earliest
convenience. I look forward to your prompt response in resolving this
matter.
Thank you for your attention to this issue.
Sincerely,
[Your Name]
[Your Designation, if applicable]
[Your Company Name, if applicable]
[Enclosures: list of attachments]
[Signature (if sending a hard copy)]