

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

[Date]
[Recipient's Name]
[Designation]
[Department Name]
[Authority Name]
[Address]

[City, State, Zip Code]

Subject: Complaint Regarding GST Issues

Dear [Recipient's Name],

I am writing to formally lodge a complaint regarding [briefly describe the issue related to GST, e.g., tax discrepancies, non-receipt of refunds, etc.].

[Provide a detailed description of the issue, including the relevant facts, dates, and any previous communication.]

I kindly request your immediate attention to this matter and guidance on how to resolve the issue.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]