

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

[Recipient's Name]  
[Company Name]  
[Company Address]

[City, State, ZIP Code]

Subject: Complaint Regarding GST Issues

Dear [Recipient's Name],

I am writing to formally complain about an issue we have encountered regarding the Goods and Services Tax (GST) associated with our recent transactions with your company.

Details of the Issue:

1. Transaction Date: [Date]
2. Invoice Number: [Invoice Number]
3. Amount Charged: [Amount]
4. Description of the Problem: [Provide a detailed description of the issue, including any discrepancies, incorrect rates, or other concerns related to GST.]

Despite previous correspondence with your team regarding this matter, I have not received a satisfactory resolution. I kindly request that you address this issue promptly as it is affecting our business operations. Please find attached copies of relevant documents for your reference. I look forward to your prompt response regarding the resolution of this matter.

Thank you for your attention to this issue.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company Name]