

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

To,

The GST Officer,
[Department Name]
[Office Address]

[City, State, Zip Code]

Subject: Complaint Regarding Input Tax Credit Issues

Dear [GST Officer's Name],

I am writing to formally lodge a complaint regarding issues related to my Input Tax Credit (ITC) claims under the Goods and Services Tax (GST) system.

My GSTIN is [Your GSTIN], and I am a registered taxpayer in your jurisdiction. I have encountered the following problems pertaining to my ITC claims:

1. [Briefly describe the specific issue, e.g., denial of ITC for a particular invoice, discrepancies in input data, etc.]
2. [Mention any relevant details, including invoice numbers, dates, and amounts.]
3. [If applicable, state any prior correspondence or attempts to resolve the issue.]

Despite my attempts to resolve this matter, I have not received a satisfactory response or resolution. This situation is adversely affecting my business operations, and I would appreciate your immediate attention to address these concerns.

I kindly request you to investigate this issue and provide guidance on the appropriate steps to rectify it. Please find attached copies of relevant documents for your reference.

Thank you for your prompt attention to this matter. I look forward to your response.

Sincerely,

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