

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

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Subject: GST Complaint Regarding Invoice Discrepancies

Dear [Recipient's Name],

I am writing to formally request a resolution regarding discrepancies found in the GST invoices issued by your company dated [Invoice Date] with Invoice Number [Invoice Number].

Upon reviewing the invoice details, I noticed the following discrepancies:

1. [Describe discrepancy 1]
2. [Describe discrepancy 2]
3. [Describe any additional discrepancies]

As per the GST regulations, it is crucial that the invoices accurately reflect the services/products provided, including correct tax rates and total amounts payable. The discrepancies noted may result in compliance issues for both parties.

I kindly request that you review the mentioned discrepancies and provide a corrected invoice at your earliest convenience. Additionally, please confirm receipt of this complaint and the steps you will take to address it.

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

Sincerely,

[Your Name]
[Your Position] (if applicable)
[Your Company Name] (if applicable)