

[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: GST Complaint Regarding [Brief Description of Issue]

Dear [Recipient's Name],

I am writing to formally lodge a complaint regarding [specific issue related to GST] concerning my recent transaction with your online business.

Details of the transaction are as follows:

- Invoice Number: [Invoice Number]
- Transaction Date: [Date of Transaction]
- Amount: [Transaction Amount]

The specific issue I am facing is [describe the issue in detail, such as incorrect GST charged, lack of GST invoice, etc.].

As per the GST regulations, I believe that I am entitled to [state your rights or the resolution you seek].

I kindly request your immediate attention to this matter and a prompt resolution. Please contact me at [Your Phone Number] or [Your Email Address] to discuss this further.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Designation, if applicable]