

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

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

Subject: Complaint Regarding GST Issues

Dear [Recipient's Name],

I am writing to formally address an issue I have encountered regarding GST compliance related to my retail business, [Your Business Name].

Details of the issue are as follows:

- ****Nature of the Complaint:**** [Brief description of the GST issue]
- ****Invoice Details:**** [Invoice number and date]
- ****Amount Involved:**** [Total amount and GST amount]
- ****Specific Concerns:**** [Specific concerns regarding incorrect GST rate, unavailability of GST invoice, etc.]

I kindly request your prompt attention to this matter and a resolution at your earliest convenience. Please let me know if you require any further information or documentation to assist in resolving this issue.

Thank you for your immediate consideration.

Sincerely,

[Your Name]
[Your Designation]
[Your Business Name]
[Your GST Number]