

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

[Recipient Name]  
[Recipient Designation]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Subject: GST Complaint for Services Received

Dear [Recipient Name],

I am writing to formally lodge a complaint regarding the Goods and Services Tax (GST) charged for the services rendered by your company on [service date].

Details of the transaction are as follows:

- Invoice Number: [Invoice Number]
- Date of Service: [Service Date]
- Amount Charged: [Total Amount]

Upon reviewing the invoice, I noted that the GST charged does not align with the applicable rate as per the current tax regulations. [Briefly explain the discrepancy or issue.]

I kindly request a detailed clarification on this matter and, if necessary, a rectification of the invoice to reflect the correct GST amount.

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

Sincerely,

[Your Name]  
[Your Position, if applicable]  
[Your Company Name, if applicable]  
[Signature (if sending a hard copy)]