

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

[Supplier's Name]  
[Supplier's Address]  
[City, State, Zip Code]

Subject: GST Compliance Issue

Dear [Supplier's Name],

I hope this message finds you well.

I am writing to bring to your attention an issue related to GST compliance regarding our recent transactions.

Invoice Details:

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

Upon reviewing the GST details, I noticed that [describe the compliance issue briefly, e.g., incorrect GST rate, missing GST number, etc.]. This has caused [explain the impact of the issue on your business].

I kindly request you to take corrective action by [suggest what needs to be done, e.g., issuing a corrected invoice, providing GST registration details, etc.].

We would appreciate your prompt attention to this matter to ensure compliance with GST regulations. Please feel free to reach out if you need any further information.

Thank you for your cooperation.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]