

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Department/Agency Name]
[Address]
[City, State, Zip Code]

Subject: Complaint Regarding GST Tax Assessment Dispute

Dear [Recipient Name],

I am writing to formally contest the GST tax assessment conducted for the period of [assessment period] under GSTIN [Your GSTIN].

Details of the assessment are as follows:

- Assessment Reference Number: [Assessment Number]
- Date of Assessment: [Date]
- Amount Disputed: [Disputed Amount]

I believe there are inaccuracies in the assessment due to [briefly explain the reason for dispute]. I have attached the necessary documentation to support my case, including [list any documents you are providing, e.g., invoices, statements, etc.].

I kindly request a thorough review of my case and a reconsideration of the assessment. I look forward to your prompt response to resolve this matter amicably.

Thank you for your attention to this issue.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Name]