

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

To,

The GST Officer
[Department/Office Name]
[Office Address]
[City, State, Zip Code]

Subject: GST Complaint Regarding [Brief Description of the Issue]

Dear Sir/Madam,

I, [Your Name], am a registered taxpayer under the Goods and Services Tax (GST) with GSTIN [Your GSTIN]. I am writing to formally lodge a complaint regarding [describe the specific issue or problem, e.g., discrepancies in tax filings, issues with refunds, etc.].

Details of the Complaint:

- GSTIN: [Your GSTIN]
- Period: [Relevant tax period]
- Description of Issue: [Provide a detailed description of the issue, including any supporting information or documents if necessary].

I have attempted to resolve this issue by [mention any prior communication, actions taken, or responses received, if applicable].

However, the matter remains unresolved.

I kindly request your prompt attention to this matter and would appreciate your guidance on how to proceed further.

Thank you for your assistance. I look forward to your swift response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Designation/Business Name, if applicable]