

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

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

Subject: GST Complaint Regarding [Brief Description of Issue]

Dear [Recipient Name],

I am writing to formally lodge a complaint regarding [specific issue related to GST, e.g., incorrect GST charges, filing errors, etc.].

Details of the issue are as follows:

- GSTIN: [Your GST Identification Number]
- Invoice Number: [If applicable]
- Date of Transaction: [Date]
- Description of the Issue: [Provide a detailed account of the issue, including any attempts you've made to resolve it].

I kindly request that you investigate this matter at your earliest convenience and provide a resolution. Additionally, I would appreciate a confirmation of the receipt of this letter.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Designation, if applicable]
[Your Company Name, if applicable]