

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

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Complaint Regarding GST Issue

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally express my concern regarding an issue I encountered related to the Goods and Services Tax (GST) in my recent transaction with your organization. On [date of transaction], I purchased [product/service name] with an invoice number [invoice number]. However, I noticed that the GST applied was incorrect. According to the prevailing rates, the GST should have been [correct percentage/rate], but I was charged [incorrect percentage/rate].

This discrepancy has led to [mention any consequences, such as financial impact, delay in processing, etc.]. I would appreciate it if you could address this issue promptly and provide clarification on the application of GST for this transaction.

I look forward to your prompt response and resolution regarding this matter.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Signature (if printed)]