

****[Your Name]****

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

****To,****

[Recipient's Name]

[Recipient's Designation]

[GST Department Name]

[Department Address]

[City, State, Zip Code]

Subject: Complaint Regarding GST Issues

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally lodge a complaint regarding [provide a specific issue related to GST, e.g., discrepancies in GST return filing, refund delays, etc.].

Details of the Issue:

- ****GST Number****: [Your GST Number]

- ****Invoice Number****: [Relevant Invoice Number, if applicable]

- ****Date of Issue****: [Date of the incident]

- ****Description****: [Briefly explain the issue, providing any relevant details that will help in addressing the complaint]

[Include additional information or evidence, if necessary, such as copies of invoices or communication exchanges]

I request your urgent attention to this matter and hope for a prompt resolution. Please let me know if you require any further information or documentation from my end.

Thank you for your time and assistance.

Sincerely,

[Your Name]

[Your Designation, if applicable]

[Your Company Name, if applicable]