

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

To,

[Recipient Name]  
[Recipient's Designation]  
[GST Department Name]  
[Department 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 [provide a brief description of the issue related to GST, e.g., discrepancies in GST registration, issues with input tax credit, etc.].

Details of the Complaint:

- GSTIN: [Your GST Identification Number]
- Nature of the Complaint: [State the specific issue]
- Date of Incident: [Date when the issue occurred]
- Supporting Documents: [List any documents you are attaching, e.g., invoices, communication, etc.]

I request you to kindly look into this matter and take the necessary actions to resolve my complaint at your earliest convenience. Your assistance in this regard will be highly appreciated.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

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