

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Department/Organization Name]
[Address]
[City, State, Zip Code]
Subject: GST Complaint - [Brief Description]
Dear [Recipient Name],
I am writing to formally lodge a complaint regarding [specific issue related to GST].
[Provide a clear and concise explanation of the issue, including any relevant details such as dates, transaction numbers, and any attempts made to resolve the matter.]
I kindly request your assistance in resolving this matter promptly. Please let me know if you need any further information or documentation. Thank you for your attention to this important issue. I look forward to your timely response.
Sincerely,
[Your Name]
[Your Designation (if applicable)]
[Your Company Name (if applicable)]