

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

To,

[GST Department's Name]
[Department's Address]
[City, State, Zip Code]

Subject: GST Complaint Regarding [Briefly State the Issue]

Dear Sir/Madam,

I am writing to formally report an issue regarding my GST account (GSTIN: [Your GSTIN]) pertaining to [describe the issue briefly, e.g., "incorrect tax credit", "non-receipt of refund", etc.].

Details of the issue are as follows:

- Registered Business Name: [Your Business Name]
- GSTIN: [Your GSTIN]
- Issue Description: [Provide a detailed description of the issue]
- Relevant Dates: [List relevant dates like transaction dates, complaint filed, etc.]
- Supporting Documents: [List any documents you are attaching, if applicable]

I kindly request your assistance in resolving this matter at your earliest convenience. Please let me know if you require any further information.

Thank you for your attention to this matter.

Sincerely,

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