

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Subject: GGT Payment Notification

Dear [Recipient Name],

We hope this message finds you well.

We are writing to inform you about the upcoming payment due for the Goods and Services Tax (GGT) related to your account. Below are the details of the payment:

- \*\*Invoice Number:\*\* [Invoice Number]

- \*\*Payment Amount:\*\* [Amount]

- \*\*Due Date:\*\* [Due Date]

Please ensure that the payment is processed by the due date to avoid any late fees or penalties. Payment can be made via [Payment Methods Available].

Should you have any questions or require further information, feel free to contact us at [Your Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]