

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: GGT Payment Summary

We are writing to provide you with your GGT (Goods and Services Tax) payment summary for the financial year [Year]. Below is a detailed overview of your payments.

**\*\*Payment Details:\*\***

- **\*\*Total Payments Made:\*\*** \${Amount}
- **\*\*GGT Rate Applied:\*\*** [Rate]%
- **\*\*GGT Collected:\*\*** \${Amount}
- **\*\*Net Amount Received:\*\*** \${Amount}

**\*\*Payment Breakdown:\*\***

1. **\*\*Invoice Number:\*\*** [Invoice #1]

- Amount: \${Amount}
- GGT: \${Amount}
- Date: [Date]

2. **\*\*Invoice Number:\*\*** [Invoice #2]

- Amount: \${Amount}
- GGT: \${Amount}
- Date: [Date]

[Continue with additional invoice details as necessary]

We appreciate your prompt payments and continued partnership. If you have any questions regarding this summary or require further assistance, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Contact Information]