

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

[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]  
Subject: GGT Payment Notification

Dear [Recipient Name],

I hope this letter finds you well.

I am writing to inform you regarding the GGT payment for the period of [insert period]. The total amount due is [insert amount].

Please find the payment details below:

- GGT Amount: [insert amount]
- Due Date: [insert due date]
- Payment Method: [insert payment method (e.g., bank transfer, cheque)]

Kindly ensure that the payment is completed by the specified due date. If you have any questions or require further information, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]