

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

The GST Department
[Department Address]
[City, State, Zip Code]
Subject: [Subject of the Letter]

Dear Sir/Madam,
I hope this letter finds you well.

I am writing to [briefly state the purpose of your letter, e.g., inquire about GST registration, submit documents, request information, etc.].

[Provide detailed information regarding your purpose, including any relevant facts or figures, and any specifics related to your GST number if applicable.]

I kindly request [state your specific request or what action you seek from the GST Department].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]
[Your Designation, if applicable]
[Your Company Name, if applicable]