

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Department/Organization Name]  
[Address]  
[City, State, Zip Code]

Subject: Request for GST Amendment

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request an amendment to my Goods and Services Tax (GST) details due to [briefly explain the reason for the amendment, e.g., an error in the GST registration number, change in business address, etc.].

Details of my GST registration are as follows:

- GST Registration Number: [Your GST Number]
- Business Name: [Your Business Name]
- Address: [Your Business Address]

I kindly request that you initiate the necessary amendments to reflect the correct information in your records. Attached to this letter are the relevant documents [mention any supporting documents you are including, e.g., proof of new address, corrected registration details, etc.].

Please let me know if you require any additional information or documentation to process this request. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position, if applicable]

[Your Company Name, if applicable]