

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

[Tax Authority Name]
[Tax Authority Address]
[City, State, Zip Code]

Subject: Request for Clarification on GST Matters

Dear [Tax Authority Contact Name/Title],

I hope this letter finds you well. I am writing to seek clarification regarding certain aspects of the Goods and Services Tax (GST) as it pertains to my business, [Your Business Name], with GST Registration Number [Your GST Number].

The specific areas where I require clarification include:

1. [Briefly describe the first issue or question]
2. [Briefly describe the second issue or question]
3. [Briefly describe any additional issues or questions]

I believe that obtaining clarity on these issues will help ensure my compliance with GST regulations and assist in accurate reporting.

I appreciate your time and assistance on this matter. Should you require any additional information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to my request.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Business Name]
[Your Business Address]