

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Address]

[City, State, ZIP Code]

Subject: GST Compliance Confirmation

Dear [Recipient Name],

We, [Your Company Name], hereby confirm our compliance with the Goods and Services Tax (GST) regulations as mandated by the Government of [Country/Region].

Our GST registration number is [GST Registration Number], and we have adhered to all applicable filing and payment timelines as outlined in the GST Act.

We maintain accurate records of all transactions and have ensured timely submission of GST returns for the applicable financial periods.

Should you require any further information or documentation regarding our GST compliance, please feel free to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]

[Your Company Name]