

[Your Name]
[Your Position]
[Your Company Name]
[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: Communication Regarding GST Audit

Dear [Recipient Name],

I hope this message finds you well.

We would like to inform you that a Goods and Services Tax (GST) audit is scheduled for [insert date] at our premises. The purpose of this audit is to ensure compliance with GST regulations and accurate reporting of our financial transactions.

In preparation for the audit, we request the following documents and information:

1. [List of required documents]
2. [List of required documents]
3. [List of required documents]

Please ensure that these documents are available for the audit team on the specified date. Your cooperation is crucial for a smooth auditing process.

If you have any questions or require further clarification regarding this audit, please do not hesitate to reach out to me directly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]