

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

[Recipient's Name]  
[Recipient's Title]  
[Department/Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Subject: Inquiry Regarding GST Liabilities

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inquire about the Goods and Services Tax (GST) liabilities concerning my account/business, [Your Business Name or Account Number], for the tax period of [specific tax period].

[Briefly explain the reason for your inquiry, including any specific issues or questions regarding GST liabilities.]

I would appreciate your guidance in clarifying the following points:

1. [First question or issue]
2. [Second question or issue]
3. [Any additional questions]

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

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]  
[Your Business Name, if applicable]