

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient's Title/Position]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Request for Assistance with GST Return Filing

I hope this letter finds you well.

I am writing to seek your assistance in filing my Goods and Services Tax (GST) return for the period of [mention the period]. Due to [mention reason, e.g., lack of time, complexity of the return, etc.], I am finding it challenging to complete the filing accurately and on time.

I would appreciate your guidance in the following areas:

1. [Specific area of assistance required, e.g., preparation of documents]
2. [Another area, if needed]
3. [Any other relevant queries]

Please let me know your availability for a consultation, as well as your fees for the assistance. I am looking forward to your prompt response so we can ensure timely filing of the return.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]