

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

The GST Department
[Department Address]
[City, State, ZIP Code]

Subject: Request for Rectification of GST Details

Dear Sir/Madam,

I hope this letter finds you well. I am writing to request a rectification in my GST application/account with GSTIN [Your GSTIN Number].

I have identified discrepancies in [mention specific details, e.g., tax filings, payment records, etc.]. The error(s) occurred due to [briefly explain the reason if necessary].

The correct details are as follows:

[Provide correct details here, clearly itemized if possible.]

I kindly request the department to review my account and make the necessary corrections at your earliest convenience. I am attaching relevant documents to support my request.

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

Sincerely,

[Your Name]

[Your Designation/Business Name, if applicable]

[Additional Contact Information]