

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

The GST Department

[Department Address]
[City, State, Zip Code]

Subject: Non-Compliance Related to GST Filing

Dear Sir/Madam,

I am writing to bring to your attention a matter concerning my GST compliance for the periods [specify the relevant time period]. Despite my best efforts to adhere to the regulations, I have encountered challenges that have resulted in non-compliance.

[Briefly explain the reason for non-compliance, such as technical issues, unexpected circumstances, or oversight.]

I am committed to rectifying the situation and have already taken steps to address the non-compliance. [Mention any actions you have taken, such as filing the returns, seeking professional assistance, etc.]

I kindly request your guidance on how to proceed and any potential penalties or corrective measures I should be aware of. My GSTIN is [Your GSTIN].

Thank you for your understanding and assistance in this matter.

Sincerely,

[Your Name]
[Your Designation, if applicable]
[Your Company Name, if applicable]