

[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 GST Tax Payment

Dear Sir/Madam,

I hope this letter finds you well. I am writing to inform you regarding the GST tax payment due for my business, [Your Business Name], with GSTIN [Your GSTIN Number].

The tax amount of [Amount] for the period [Tax Period] is ready for payment. I would like to request the necessary details for processing this payment and ensure that it is submitted in a timely manner to avoid any penalties.

Please let me know if there are any specific requirements or forms that need to be completed for this process.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Designation]
[Your Business Name]