

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

[GST Officer's Name]
[Department Name]
[Office Address]
[City, State, ZIP Code]

Subject: Request for Tax Clarification

Dear [GST Officer's Name],

I hope this letter finds you well.

I am writing to seek clarification regarding [specific tax issue or transaction details] under the Goods and Services Tax (GST) regulations. Despite my efforts to understand the applicable guidelines, I have encountered some uncertainties that I would appreciate your assistance with.

The specific details pertaining to my inquiry are as follows:

- GST Registration Number: [Your GST Registration Number]
- Tax Period: [Specify the period]
- Description of the issue: [Provide a brief description of the issue]

I kindly request your guidance on the following:

1. [Specific question or clarification needed]
2. [Additional question, if any]

Thank you for your attention to this matter. I look forward to your prompt response, which will help me ensure compliance with GST regulations.

Yours sincerely,

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