

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

[Recipient Name]
[Department Name]
[Tax Authority Name]
[Address]

[City, State, ZIP Code]

Subject: Response to GST Notice [Notice Number]

Dear [Recipient Name],

I hope this letter finds you well. I am writing in response to the GST notice dated [Notice Date] with reference number [Notice Number], regarding [briefly specify the issue].

Upon reviewing the contents of the notice, I would like to address the points raised and provide the necessary clarification. [Briefly summarize your response or the information you wish to provide, including any relevant details or documents attached.]

I appreciate your attention to this matter and am committed to resolving any discrepancies. Please let me know if you require any further information or clarification.

Thank you for your consideration.

Sincerely,

[Your Name]
[Your Designation/Title]
[Your Company Name]
[Your GST Number] (if applicable)