

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

[GST Authority's Name]  
[GST Department Address]  
[City, State, Zip Code]

Subject: Reply to GST Notice No. [Notice Number] dated [Date of Notice]

Dear [GST Authority's Name/Designation],

I, [Your Name], [Your Designation/Position], representing [Your Business Name], GSTIN: [Your GSTIN], am writing to respond to the notice issued on [Date of Notice] regarding [Briefly state the reason for the notice].

[Briefly explain your understanding of the notice and the points raised.]

In response to the issues highlighted, I would like to provide the following clarifications:

1. [Clarification Point 1]
  - [Details/Supporting Documents if necessary]
2. [Clarification Point 2]
  - [Details/Supporting Documents if necessary]
3. [Clarification Point 3]
  - [Details/Supporting Documents if necessary]

[If applicable, reference any attached documents for further evidence.]

We hope that the clarifications provided will address the concerns raised in the notice. Should you require any additional information or further clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Business Name]