

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

[Department Name]
[GST Office Address]
[City, State, Zip Code]

Subject: Response to GST Notice No. [Notice Number]

Dear Sir/Madam,

I am writing in response to the GST Notice No. [Notice Number] dated [Date of Notice].

[Provide a brief introduction regarding the notice and your GST registration details.]

In relation to the queries raised in the notice, I would like to address the following points:

1. [Point/Issue 1: Provide detailed response or explanation related to the first point mentioned in the notice.]
2. [Point/Issue 2: Provide detailed response or explanation related to the second point mentioned in the notice.]
3. [Add more points as necessary.]

I have attached the relevant documents to support my explanations:

- [Document 1]
- [Document 2]
- [Add more documents as needed.]

I kindly request you to consider the provided information and documents for your appraisal. Should you require any further information, I am available for a discussion at your convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your GST Registration Number]
[Your Signature (if sending a hard copy)]