

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

[Tax Authority Name]
[Tax Authority Address]
[City, State, Zip Code]

Subject: Reply to GST Compliance Notice [Notice Number]

Dear [Tax Authority Name/Officer's Name],

I hope this letter finds you well. I am writing in response to the GST compliance notice dated [Date of Notice] with reference number [Notice Number].

I would like to address the points raised in the notice as follows:

1. ****Point 1****: [Brief explanation or clarification regarding the first point raised].
2. ****Point 2****: [Brief explanation or clarification regarding the second point raised].
3. ****Point 3****: [Brief explanation or clarification regarding any additional points raised].

Attached to this letter, please find the relevant documents and evidence supporting my position.

I appreciate your attention to this matter and hope to resolve it amicably. Should you require any further information or clarification, please feel free to contact me at your earliest convenience.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Designation/Position (if applicable)]
[Your Company Name (if applicable)]