

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

[Recipient Name]  
[Recipient Title]  
[Department/Organization Name]  
[Recipient Address]  
[City, State, Zip Code]

Subject: Response to GST Dispute - [Reference Number]

Dear [Recipient Name],

I hope this letter finds you well. I am writing in response to the GST dispute notification received on [Date of Notification] regarding [Brief Description of Dispute].

I would like to present the following points in support of my position:

1. **\*\*Background\*\***: [Provide a brief background of the transaction or issue at hand.]
2. **\*\*Dispute Details\*\***: [Summarize the disputed points as outlined in the notification.]
3. **\*\*Supporting Evidence\*\***: [List any documents or evidence you are attaching to support your response, such as invoices, contracts, or statements.]
4. **\*\*Resolution Proposal\*\***: [Clearly state how you propose to resolve the dispute, or indicate your position with reasoning.]

I appreciate your attention to this matter and am hopeful for a fair resolution. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any further clarification or discussion.

Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position, if applicable]

[Your Company Name, if applicable]

Attachments: [List of attached documents, if any]