

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

[Recipient Name]  
[Recipient Designation]  
[Department/Agency Name]  
[Office Address]  
[City, State, ZIP Code]

Subject: Acknowledgment of GST Notice

Dear [Recipient Name],

I am writing to formally acknowledge the receipt of your GST notice dated [insert date of the notice]. I appreciate the communication and will ensure that the necessary actions are taken in accordance with the guidelines outlined in the notice.

Please let me know if there are any further steps I should follow or additional documentation required from my side.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Designation/Title (if applicable)]

[Your Company Name (if applicable)]