

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

The Officer  
Goods and Services Tax Department  
[Office Address]  
[City, State, Zip Code]

Subject: Request for Clarification on GST Notice [Notice Number]

Dear Sir/Madam,

I hope this letter finds you well. I am writing to seek clarification regarding the GST notice received on [Date of Notice] with reference number [Notice Number].

[Briefly explain the content of the notice and the reasons for your request for clarification.]

I kindly request you to provide further details regarding [specific points or information needed]. This will help me ensure compliance and address any discrepancies that may exist.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

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