

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

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

Subject: Contestation of GST Notice [Notice Number]

Dear Sir/Madam,

I am writing to formally contest the GST notice dated [Date of Notice] regarding [brief description of the notice, e.g., discrepancies in GST filings].

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

1. ****Explanation of the Issue****:

- [Provide a detailed explanation regarding the discrepancies or issues raised in the notice.]

2. ****Supporting Documentation****:

- [List and attach any relevant documents that support your case, e.g., invoices, payment receipts, previous correspondence.]

3. ****Clarification of Compliance****:

- [Detail any steps you have taken to comply with GST regulations and rectify the situation.]

I believe that the notice may have been issued due to [mention any possible misunderstanding or error], and I kindly request a review of my case.

Thank you for considering my contestation. I look forward to your prompt response to resolve this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your GST Number]