

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

[Recipient's Name]
[Recipient's Position]
[Department/Organization Name]
[Address]

[City, State, Zip Code]

Subject: Explanation for GST Notice [Notice Number/Ref]

Dear [Recipient's Name],

I am writing to address the GST notice dated [Date of Notice] regarding [brief description of the issue, e.g., discrepancies in GST returns, unpaid GST, etc.]. I appreciate the opportunity to clarify this matter.

1. ****Background**:**

Provide a brief background regarding your business operations and GST compliance.

2. ****Details of the Notice**:**

Summarize the key points mentioned in the notice.

3. ****Explanation**:**

- Point 1: [Explain your perspective on the first point of discrepancy.]

- Point 2: [Explain your perspective on the second point, if

applicable.]

- [Continue as necessary.]

4. ****Supporting Documents**:**

Attached are the relevant documents to support my explanation, including [list documents].

5. ****Conclusion**:**

I assure you that I am committed to complying with GST regulations and appreciate your attention to this matter. I look forward to your understanding and assistance in resolving this issue.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Business Name, if applicable]

[Your GST Number, if applicable]

[Attachments: List of documents]