

\*\*[Your Name]\*\*  
\*\*[Your Address]\*\*  
\*\*[City, State, ZIP Code]\*\*  
\*\*[Email Address]\*\*  
\*\*[Phone Number]\*\*  
\*\*[Date]\*\*  
\*\*To,\*\*  
The Deputy/Assistant Commissioner  
[Department Name]  
Goods and Services Tax (GST)  
[Office Address]  
[City, State, ZIP Code]  
\*\*Subject:\*\* Reply to GST Notice No. [Notice Number] dated [Notice Date]  
\*\*Respected Sir/Madam,\*\*  
I, [Your Name], am writing to respond to the GST notice received on [date of notice], bearing the number [Notice Number]. I am registered under GST with GSTIN [Your GSTIN].  
\*\*Details of the Notice:\*\*  
- Notice Number: [Notice Number]  
- Date of Notice: [Notice Date]  
- Relevant Period: [Specify the period mentioned in the notice]  
\*\*Explanation/Response:\*\*  
1. \*\*[Point 1: Explain the matter in question]\*\*  
- [Provide details, reference documents, if necessary.]  
2. \*\*[Point 2: If applicable, explain any discrepancies or misunderstandings]\*\*  
- [Provide relevant information and context.]  
3. \*\*[Point 3: Attachments]\*\*  
- [List of attached documents such as invoices, receipts, etc.]  
I kindly request you to consider my explanation and take necessary actions as per the law. If you require any further information or documentation, please feel free to contact me at the details provided above.  
Thank you for your attention to this matter.  
\*\*Sincerely,\*\*  
[Your Signature (if sending a hard copy)]  
[Your Name]  
[Your Designation, if applicable]  
[Your Company Name, if applicable]