

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

To,

[Recipient's Name]
[Recipient's Designation]
[Department Name]
[Office Address]
[City, State, Zip Code]

Subject: Reply to GST Notice No. [Notice Number] Dated [Date]

Dear [Recipient's Name],

I am writing in response to the GST notice referenced above. I would like to address the concerns raised in your notice dated [date of the notice]. [Briefly explain your understanding of the notice and the specific issues raised.]

I would like to provide the following clarification/information:

1. [Point 1 - Explanation related to the first issue]
2. [Point 2 - Explanation related to the second issue]
3. [Additional information if necessary]

I assure you that [any commitment or clarification that reinforces your position].

Please find attached all relevant documents for your review. I sincerely appreciate your patience and understanding in this matter.

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

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Designation (if applicable)]

[Your Company Name (if applicable)]

[GST Registration Number]

Enclosures: [List of documents attached]