

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

To,

[GST Office Name]  
[GST Office Address]  
[City, State, Zip Code]

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

Dear Sir/Madam,

I am writing in response to the GST notice referenced above received on [Date of Receipt].

1. **\*\*Acknowledgment of Notice\*\***

- I acknowledge receipt of the notice and the concerns raised therein.

2. **\*\*Details of the Issue\*\***

- Briefly outline the main issue highlighted in the notice.

3. **\*\*Explanation/Clarification\*\***

- Provide a detailed explanation or clarification regarding the issue.
- Include any relevant facts, figures, or documents as necessary.

4. **\*\*Supporting Documents\*\***

- List the supporting documents you are attaching with this reply (if any).

5. **\*\*Conclusion\*\***

- Request for reconsideration of the matter and express willingness to provide any further information or clarification.

Thank you for your attention to this matter.

Sincerely,

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