

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

To,

The GST Officer

[Department Name]

[Office Address]

[City, State, ZIP Code]

Subject: Representation Against GST Notice No. [Notice Number]

Dear Sir/Madam,

I am writing this letter in response to the GST notice referenced above, dated [date of notice]. I wish to provide my representation regarding the issues raised in this notice.

[Explain the reason for the notice, cite specific points, and provide your response or clarification. Include any supporting documents if necessary.]

I request you to kindly consider my representation and resolve this matter favorably.

Thank you for your attention to this matter.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Designation/Position, if applicable]

[Your Company Name, if applicable]