

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

[GST Department's Name]
[GST Office Address]
[City, State, Zip Code]
Subject: Response to GST Notice No. [Notice Number]

Dear Sir/Madam,
I hope this letter finds you well. I am writing in response to the GST Notice No. [Notice Number] dated [Notice Date] regarding [briefly state the subject of the notice, e.g., discrepancy in tax returns, pending payments, etc.].

I would like to provide the following details in response to the queries raised in the notice:

1. ****Issue****: [State the issue clearly]

****Response****: [Provide your response, supporting information, or documentation]

2. ****Additional Information****: [If applicable, mention any extra points that might help in your case]

I assure you that I am committed to complying with all GST regulations and will ensure that any outstanding issues are resolved promptly. I have attached [list any documents you are including, such as payment receipts, tax returns, etc.] for your reference.

Thank you for your attention to this matter. Please feel free to contact me at [your phone number] or [your email address] should you require any further clarification.

Sincerely,

[Your Name]
[Your Designation, if applicable]
[Your Company Name, if applicable]