

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Department/Authority Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Reply to GST Notification No. [Notification Number]

Dear [Recipient's Name],

I am writing in response to the GST notification number [Notification Number] dated [Date of Notification], regarding [Brief Description of the Notification].

[Provide a detailed response or clarification relevant to the notification. Address any queries or concerns raised in the notification, and include any supporting documents if necessary.]

We appreciate your attention to this matter and look forward to your response. Should you need any further information or clarification, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your GSTIN] (if applicable)