

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

[GST Officer's Name]  
[GST Department]  
[Department Address]

[City, State, Zip Code]

Subject: Reply to GST Audit Notice No. [Notice Number]

Dear [GST Officer's Name],

I hope this message finds you well.

I am writing in response to the GST Audit Notice dated [Date of Notice] regarding the audit for the financial year [Year]. We acknowledge the receipt of the notice and appreciate the opportunity to clarify and address the queries raised.

As per your request, we have compiled the necessary documents and information required for the audit. Please find enclosed the following [list the documents enclosed for the audit, e.g., GST returns, invoices, bank statements, etc.]:

1. [Document 1]
2. [Document 2]
3. [Document 3]
4. [Additional documents as necessary]

We assure you of our full cooperation during the audit process. If there are any further clarifications or additional documents needed, please do not hesitate to reach out to us.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Designation]

[Your Company Name]