

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

[Recipient Name]
[Recipient Title]
[Recipient Organization]
[Recipient Address]
[City, State, ZIP Code]

Subject: Response to GST Query

Dear [Recipient Name],

I hope this letter finds you well. I am writing in response to your query regarding GST [specific query reference number or subject].

After reviewing the query, I would like to provide the following information:

1. ****Details of Transactions****:

- [Briefly describe the transactions in question, including dates, amounts, and relevant details.]

2. ****Supporting Documents****:

- [List the attached documents, such as invoices, contracts, or any relevant documentation that supports your explanation.]

3. ****Clarification on GST Treatment****:

- [Explain your understanding or rationale regarding the GST treatment for the transactions. Include any relevant rules, provisions, or guidelines as applicable.]

I trust that this information clarifies the matter, but please do not hesitate to contact me if you require further details or have additional questions.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]