

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

To,

The [Authority Name]  
[Department Name]  
[Office Address]  
[City, State, Zip Code]

Subject: Response to GST Notice No. [Insert Notice Number]

Dear [Authority Name/ Officer's Name],

I am writing to formally respond to the GST Notice No. [Insert Notice Number] dated [Insert Date] issued against my GST registration number [Insert GST Number].

1. **\*\*Introduction\*\***

I acknowledge the receipt of the notice and would like to address the concerns raised in it.

2. **\*\*Details of the Notice\*\***

The notice pertains to [briefly summarize the issue, e.g., discrepancies in filed returns, non-compliance issues, etc.].

3. **\*\*Explanation/Justification\*\***

- **\*\*Point 1:\*\*** [Describe your response or evidence regarding the first point of concern].
- **\*\*Point 2:\*\*** [Describe your response or evidence regarding the second point of concern].
- **\*\*Point 3:\*\*** [Continue as necessary with other points].

4. **\*\*Supporting Documents\*\***

Enclosed are the following documents to support my response:

- [List of documents, e.g., GST returns, invoices, bank statements, etc.].

5. **\*\*Conclusion\*\***

I request you to kindly consider my response and the supporting documentation provided to resolve the matter amicably.

Thank you for your attention to this matter. I look forward to your favorable response.

Sincerely,

[Your Name]  
[Your Designation, if applicable]  
[Your Company Name, if applicable]  
[GST Registration Number]