

GST Notice Reply Format (Template)

Use this format to reply to a GST notice issued by the department. Fill the details according to your case before submitting the reply on the GST portal.

To	The Proper Officer, GST Department
GSTIN	_____
Legal Name of Business	_____
Trade Name (if any)	_____
Address	_____
Notice Number	_____
Notice Date	_____
Subject	Reply to GST Notice

Respected Sir/Madam,

This is in reference to the notice issued by your office with Notice Number mentioned above. We hereby submit our reply along with the required explanation and supporting documents.

Explanation:

We request you to kindly review the explanation and documents submitted and close the notice proceedings.

Thank you.

Authorized Signatory	_____
Name	_____
Designation	_____
Date	_____