Date : (Date of Reply)

To,

(Mention designation of official)

(Mention jurisdiction of client’s office at department jurisdiction)

IN THE MATTER OF :

(Mention name and address of firm)

Sub.: Reply to your notice under section 16(4) of the CGST Act, 2017

Ref.: (Give reference of the notice received at e-mail)

Respected Sir/Madam,

With reference to the above, I have the honor to submit as under :

1. My firm’s name is (Firm name) and its GSTIN is (Firm’s GSTIN)
2. I have claimed the input of Rs. \_\_\_\_\_(Mention the amount of ITC after doing proper reconciliation) in GSTR-3B return for the month (Mention month which is mentioned in the notice)
3. After receiving notice from your good office, I have aware of the thing that I am not eligible to take credit of such input, as the GSTR-3B return is filed after the due date of claiming input for F.Y. (Mention F.Y. which is applicable in your case)
4. So, I have deposited the same amount of tax with applicable interest by Form GST DRC-03 at GSTN Portal.
5. I have attached the copy of notice, reconciliation statement and Form GST DRC-03 for your kind perusal.

Therefore, your good self are kindly requested to drop the proceedings of the notice as mentioned above.

Thanking You

Yours Faithfully,

For (Firm name)

(Designation as applicable to you)