

We bring to you a template for letter to vendor for GST mismatch. You can use this GST mismatch letter format to use it when you are in a situation like this.

GST Mismatch Letter Format to Vendor

From:

Siddarth Sharma

Manager

Jubilee Foods Pvt. Ltd.

Mumbai

Date: April 25th, 2020

To,

Mr. Rohit Goyal

Manager

Golden Spices Pvt. Ltd.

Mumbai

Sub: Regarding GST Mismatch

Dear Mr. Goyal,

I would like to bring to your notice that for financial year 2018-19, there has been a GST mismatch that we have been informed about from the GST department. We would appreciate you if you could please check for the same at your end.

The mismatch has been reported in Invoice No. 12345, date: 08.06.2018 of amount Rs. 18531. The mismatch is of Rs. 18 and as per our understanding, this mismatch is due to the swapping of last digits.

We have checked the invoice at our end and the invoice amount is correct. You are requested to check the same with your GST returns as well so that the required action can be taken. For any further details, please feel free to get in touch at 9898989898.

Sincerely,

Siddarth Sharma

Manager

Jubilee Foods Pvt. Ltd.

Mumbai