**Reply Letter Format to GST Department**

From:

The Chairman

Adinath Sweets Pvt. Ltd.

New Delhi

Date: February 20th, 2020

To,

The GST Officer,

Worli,

Mumbai

Sub: In response to letter no. 123/456/789 dated 20-02-2020.

Dear Sir,

This letter is in response to the above mentioned letter in context of GST recovery of an amount of Rs. 38,525 (Thirty Eight Thousand Five Hundred and Twenty Five Rupees Only) for the period of January 2019 to March 2019.

We would like to bring to your notice that due to the fire breakout at our store in the month of April 2019, our store was under reconstruction which took almost four months. Due to this, there has been a significant loss in production and sales of sweets which has resulted in financial crisis to the firm. In addition to this, all our documents were lost and we had to work on reviving the whole system for months.

We are still working on getting complete hold of our accounts for that period and we would appreciate if you could give us some more time allowing us to file our return for the above stated quarter and also submit the due GST amount. We request you to allow us another month to make the submissions.

Regards,

The Chairman

Adinath Sweets Pvt. Ltd.

New Delhi