

GST Notice Response Drafter

Finance & Accounting

Document type: Letter / notice · Generated 14 Oct 2026

This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Drafts a structured, professional reply to a GST department notice (ASMT-10, DRC-01, GSTR-3A, etc.) with a point-wise response, legal basis and documents to annex. Use it to respond to a GST notice on time. For an income-tax notice, use the Income-Tax Notice Response Drafter.

Purpose of this tool & output

Draft a structured, professional reply to a GST department notice

How the output is used

Use it to draft a structured, professional reply to a GST department notice, addressing each point with facts and references.

Who receives it

The reply is addressed to the issuing GST officer / proper officer named in the notice, filed on the GST portal or as directed.

How to submit / file it

File the reply within the time allowed in the notice, on the GST portal (or as directed), attaching the supporting documents and reconciliations point by point.

Who should vet it

A GST practitioner or CA, to review the reply and the legal position before you submit it.

Important cautions

For significant demands, have a GST practitioner or advocate review before filing.

Companion documents

- Sales Tax Nexus Analysis
- GST Registration Eligibility Checker
- GSTR-1 Preparation Checklist
- GSTR-3B & ITC Worksheet
- E-Invoicing Readiness Assessor
- GST Composition Scheme Advisor

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and

processes vary by state and change over time — confirm with your state authority.