

GST Notice Reply Template (Section 73)

GSTIN:	_____
Notice No:	_____
Date:	_____
Period:	_____

To

The Proper Officer
[Jurisdiction/Division]
[GST Department Address]

Subject: Reply to Show Cause Notice under Section 73 of CGST Act, 2017

Reference: SCN No. _____ dated _____

Respected Sir/Madam,

We hereby submit our reply to the above-mentioned Show Cause Notice issued under Section 73. The submissions are as follows:

1. Background

The notice alleges short payment/excess ITC for the relevant period.

2. Preliminary Submission

There is no fraud, wilful misstatement, or suppression of facts.

3. Detailed Reply

Para-wise explanation with reconciliation and supporting documents is enclosed.

4. Legal Position

The demand is not sustainable under Section 73 based on facts and applicable provisions.

5. Documents Enclosed

Returns, invoices, reconciliation statements, and challans.

6. Prayer

We request to kindly drop the proceedings and provide an opportunity of hearing.

Thanking You,
For [Business Name]

Authorized Signatory