

## Request for Correction of ITC Reporting Error in GSTR-3B Return

To,  
The Proper Officer,  
[Name of GST Division],  
[Address of GST Office],  
[City, State, Pin Code]

**Subject: Request for Correction in GSTR-3B Return for the Month of ..... 20..**

Dear Sir/madam,

We wish to bring to your attention an inadvertent error in the filing of our GSTR-3B return for the month of ..... 20...

While filing the return, the Input Tax Credit that should have been claimed under the head "4A(5) - All other ITC" was mistakenly claimed under the head "4A(3) - Inward supplies liable to reverse charge." This error occurred due to a clerical oversight.

As you are aware, the GSTR-3B return cannot be revised once filed. Therefore, we kindly request your assistance in correcting this mistake. We assure you that this error was purely unintentional, and the correction will not affect our tax liability for the said period.

We respectfully request you to take the necessary steps to rectify the ITC claim in our GSTR-3B return for ..... 20.., by moving the ITC from "4A(3) - Inward supplies liable to reverse charge" to "4A(5) - All other ITC."

We believe that such rectification will ensure accurate compliance with the GST laws and prevent any potential issues in our future filings and reconciliations.

We apologize for the inconvenience caused and would greatly appreciate your prompt action in this matter.

Thanking you

Yours faithfully

For .....

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Date : .....

Place : .....