GST invoice for commercial rent

Editable sample letter: replace the details with your own records before signing

TAX INVOICE
Supplier: [Company]
Supplier GSTIN: 27ABCDE1234F1Z5 (replace)
Invoice number: HDP-2026-014
Invoice date: 1 October 2026
Recipient: [Recipient Business Name]
Recipient GSTIN: 27PQRST5678K1Z2 (replace)
Place of supply: Maharashtra
Premises: Unit 4, Sunrise Tower, Pune
Period: 1 to 31 October 2026
SAC: 997212 (the code this landlord already uses)
Taxable rent: INR 50000
CGST 9 percent: INR 4500
SGST 9 percent: INR 4500
Total: INR 59000
The rate is 18 percent because that is the rate already on the landlord's tax working.
Confirm the rate before you copy it.
This is not a residential rent receipt and it does not create an IRN.