1. Text style to be Roboto in whole document with size 11 and text colour Black.
2. In word file start with, "<letterhead>" in the centre of file with bold and Italics and yellow highlight.
3. Write "To," in the next line at the left index and write "Date:" at right most index in the same line as "To," and mention current date each time you generate the word file.
4. Extract and write the address of the Commissioner in the next 3 lines with left index,
5. then leave a line and write extracted assessee/taxpayer name, address and GSTIN in next 3 lines with left index but starting from centre of page
6. Write in Bold "Subject : Reply to Show Cause Notice"
7. Leave a line and write "Sir," left index
8. Write "BRIEF FACTS OF THE CASE" in next line with centre align with bold and underline
9. Write facts of the case extracted from pdf in para format with Justified Format.