

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[GST Department Address]
[City, State, Zip Code]

Subject: Request for GST Refund - [GSTIN: Your GST Identification Number]

Dear Sir/Madam,

I am writing to formally request a refund of Goods and Services Tax (GST) paid in excess for the period [insert relevant period] under the GST Act. Details of my business are as follows:

- ****Business Name:**** [Your Business Name]
- ****GSTIN:**** [Your GST Identification Number]
- ****Address:**** [Your Business Address]
- ****Contact Number:**** [Your Contact Number]

****Reason for Refund:****

- [Explain the reason for the refund request, e.g., excess payment, export of goods, etc.]

****Details of Transactions:****

- [Provide a brief summary of the transactions for which the refund is requested, including invoice numbers, dates, and amounts.]

Attached with this letter, I have included the following documents for your reference:

1. Copy of GST Returns filed for the relevant period
2. Invoices supporting the claim
3. Bank statement (if applicable)
4. Any other supporting documents

I kindly request you to process my refund at your earliest convenience and inform me of the status.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]