

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

[GST Office Address]
[City, State, ZIP Code]

Subject: Request for GST Refund

Dear [GST Officer's Name/Department],

I hope this letter finds you well. I am writing to formally request a refund for the Goods and Services Tax (GST) paid under my GST registration number [Your GST Number].

The details of the transaction are as follows:

- Invoice Number: [Invoice Number]
- Invoice Date: [Invoice Date]
- Total Amount: [Total Amount]
- GST Paid: [GST Amount]

As per my records, the refundable amount is [Refund Amount]. I have enclosed the relevant documentation, including copies of the invoice and any supporting documents required for processing this request.

I kindly request that you process my refund at your earliest convenience. Should you need any further information or clarification, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

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