

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

[Recipient's Name]  
[Recipient's Position]  
[Department Name]  
[Company/Organization Name]  
[Address]  
[City, State, ZIP Code]

Subject: Request for GST Refund

Dear [Recipient's Name],

I am writing to formally request a refund of GST paid on [mention the goods/services] for the period of [specify the relevant period].

Details of the transaction are as follows:

- GST Registration Number: [Your GST Number]
- Invoice Number: [Invoice Number]
- Date of Invoice: [Invoice Date]
- Amount of GST paid: [Amount]

The refund is requested due to [briefly explain reason for refund, e.g., excess payment, cancellation of services, etc.].

I have attached all relevant documentation, including:

1. Copy of the invoice
2. Proof of payment
3. GST return copies

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Designation] (if applicable)  
[Your Company Name] (if applicable)