

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

The GST Officer

[GST Department Name]
[Department Address]
[City, State, ZIP Code]

Subject: Application for GST Refund

Dear Sir/Madam,

I am writing to request a refund of the Goods and Services Tax (GST) for the period of [mention the period].

Details of my GST registration are as follows:

- GSTIN: [Your GSTIN]
- Registered Business Name: [Your Business Name]
- Period for which refund is claimed: [Specify period]

The reason for my refund claim is [briefly state the reason, e.g., excess input tax credit, export of goods/services, etc.]. I have attached all necessary documents to support my claim, including [list out the attached documents, e.g., invoices, credit/debit notes, bank statements, etc.].

I kindly request you to process my application at your earliest convenience. Should you require any further information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Yours sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Designation, if applicable]
[Your Company Name, if applicable]