

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

The GST Officer

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

Subject: Application for GST Refund

Dear Sir/Madam,

I am writing to formally request a refund of Goods and Services Tax (GST) paid for the period [insert period] under GST Registration No. [Your GST Number].

The details of the transaction are as follows:

- Invoice Number: [Invoice Number]
- Date of Invoice: [Date]
- Amount: [Amount]
- Reason for Refund: [Specify reason, e.g., excess payment, ITC claim, etc.]

I have attached all necessary documentation, including:

1. Copy of the GST Return filed for the period.
2. Invoices related to the transactions.
3. Any relevant tax credit notes.

I kindly request you to process my application at your earliest convenience. Should you require any further information or clarification, please feel free to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Designation, if applicable]

[Your Company Name, if applicable]