

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Subject: GST Refund Claim

Dear [Recipient Name],

We are writing to formally request a refund of the Goods and Services Tax (GST) as per our records detailed below.

****1. Company Information****

- Company Name: [Your Company Name]
- GST Registration Number: [Your GST Number]
- Address: [Company Address]

****2. Refund Details****

- Amount Claimed: [Refund Amount]
- Tax Period: [Specify Tax Period]
- Invoice Numbers: [List Relevant Invoice Numbers]

****3. Reason for Refund****

[Briefly explain the reason for the refund claim, e.g., excess input tax credit, exports, etc.]

****4. Attachments****

- [List Documents Attached, e.g., copies of invoices, payment receipts, relevant agreements, etc.]

We request you to process our claim at your earliest convenience and notify us of any further steps required from our side.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]