

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

The GST Officer

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

Subject: Request for GST Refund

Dear Sir/Madam,

I am writing to formally request a refund of the Goods and Services Tax (GST) for the period of [insert period], with GSTIN [insert GSTIN].

Details of the transaction are as follows:

- Invoice Number: [insert invoice number]
- Date of Invoice: [insert date]
- Amount paid: [insert amount]
- Reason for refund claim: [insert reason]

Attached are the relevant documents to support my claim, including:

1. Copy of GST invoice
2. Proof of payment
3. [Any other relevant documents]

I kindly request you to process my refund at your earliest convenience.

Please feel free to contact me should you require any additional information or clarification regarding this matter.

Thank you for your attention to this request.

Sincerely,

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