

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

To,

The GST Officer

[Department Name]

[Office Address]

[City, State, Zip Code]

Subject: Application for GST Refund

Dear Sir/Madam,

I, [Your Name], am writing to formally request a refund of the Goods and Services Tax (GST) paid in excess for the period of [Specify the Period, e.g., July 2022 to September 2022]. My GSTIN number is [Your GSTIN Number].

In support of my claim, I have attached the following documents:

1. Copy of my GST registration certificate
2. Tax invoices/receipts for the transactions involved
3. Bank statement showing the GST payments made
4. Any other relevant documents

I kindly request you to process my application and expedite the refund. Please let me know if any further information or documentation is required.

Thank you for your attention to this matter.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]