

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

[Recipient's Name]  
[Recipient's Title]  
[Tax Department/ GST Office Name]  
[Office Address]  
[City, State, Zip Code]

Subject: Request for GST Refund

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a refund for the Goods and Services Tax (GST) for the financial period of [insert period].

**\*\*Details of the Transaction:\*\***

1. **\*\*GST Registration Number:\*\*** [Your GST Number]
2. **\*\*Invoice Number(s):\*\*** [List of Invoice Numbers]
3. **\*\*Transaction Date(s):\*\*** [List of Dates]
4. **\*\*Amount of GST Paid:\*\*** [Total Amount]

**\*\*Reasons for Refund Request:\*\***

[Briefly explain the reasons for the refund request, e.g., excess input tax credit, cancellation of service, etc.]

**\*\*Supporting Documents Attached:\*\***

- Copy of GST Returns
- Relevant invoices
- Any other necessary documentation

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Designation/Business Name, if applicable]