

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

[Recipient's Name]  
[Department/Organization Name]  
[Address]

[City, State, Zip Code]

Subject: Application for GST Refund

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to formally apply for a refund of Goods and Services Tax (GST) paid under [mention the relevant GST registration number or invoice details].

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

- GST Registration Number: [Your GST Number]
- Invoice Number: [Invoice Number]
- Date of Purchase: [Purchase Date]
- Total Amount: [Amount]
- Amount of GST Paid: [GST Amount]

**\*\*Grounds for Refund:\*\***

[Briefly explain the reason for the refund application, e.g., excess payment, cancellation, or any other applicable reason.]

Enclosed with this application, I have included the following documents:

1. [List of attached documents, e.g., invoices, payment receipts, etc.]
2. [Any other relevant documents]

I kindly request your prompt assistance in processing my GST refund application. Should you need any further information or clarification, please feel free to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]