[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[GST Office Name]
[GST Office Address]
[City, State, ZIP Code]
Subject: GST Refund Application
Dear [GST Officer's Name/Title],
I am writing to formally request a refund of Goods and Services Tax (GST) paid.
Details of the Application:
- GSTIN: [Your GST Identification Number]
- Refund Amount: [Amount in INR]
- Period of Claim: [Relevant GST Period]
- Description of Goods/Services: [Brief Description]
Reasons for Refund:
[Provide the reason for the refund request, e.g., export of services, excess payment, etc.]
Supporting Documents Attached:
1. [Document 1]
2. [Document 2]
3. [Document 3]
I kindly request you to process my application at your earliest convenience. Please feel free to contact me if any further information is needed.
Thank you for your attention to this matter.
Sincerely,
[Your Signature (if submitting hard copy)]
[Your Name]
[Your Designation/Position (if applicable)]
[Your Company Name (if applicable)]