

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

[Recipient's Name]
[Title]

[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Request for GST Refund

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to formally request a refund of the Goods and Services Tax (GST) that was overpaid in my recent transactions. Below are the details pertaining to my request:

1. ****Taxpayer Information:****

- Name: [Your Name or Company Name]
- GST Registration Number: [Your GST Registration Number]
- Address: [Your Address]

2. ****Transaction Details:****

- Invoice Number: [Invoice Number]
- Date of Transaction: [Transaction Date]
- Amount Paid (Including GST): [Total Amount]
- GST Amount Paid: [GST Amount]

3. ****Reason for Refund Request:****

[Briefly explain the reason for overpayment or refund request, e.g., cancellation of service, clerical error, etc.]

4. ****Supporting Documents:****

[List any attached documents such as invoices, receipts, or supporting correspondence.]

I kindly request that you process this refund at your earliest convenience. I appreciate your prompt attention to this matter, and please do not hesitate to contact me if you need any further information.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Designation, if applicable]

[Your Company Name, if applicable]