

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

To,

[Designation]
[Department Name]
[Office Address]
[City, State, ZIP Code]

Subject: Appeal for GST Refund

Dear [Recipient's Name],

I am writing to formally appeal the decision on my GST refund application, which was submitted on [Date of original application] under GSTIN [Your GSTIN].

Details of my application are as follows:

- Application Reference Number: [Reference Number]
- Period: [Relevant Tax Period]
- Amount Claimed: [Claimed Amount]

Reasons for Appeal:

[Provide a brief explanation of why you believe the refund should be granted. Include any relevant details or supporting information.]

Attached Documents:

1. Copy of the original application
2. [List any other supporting documents]

I humbly request a review of my case and kindly ask for the prompt processing of my GST refund.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Designation, if applicable]
[Your Company Name, if applicable]