

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

[Recipient Name]  
[Recipient Title]  
[Department Name]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Subject: Request for GST Refund

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request a refund for the Goods and Services Tax (GST) related to [briefly state the reason for the refund, e.g., overpayment, cancellation of service, etc.]. Details of my transaction are as follows:

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

I have attached copies of all relevant documents including invoices, payment receipts, and any correspondence related to this matter for your reference.

I kindly request you to process my refund at your earliest convenience. Should you need any further information or clarification, please do not hesitate to contact me via [your preferred contact method].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]