

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

To,

The GST Officer,  
[GST Department/Office Name]  
[Address]  
[City, State, Zip Code]

Subject: Application for GST Refund

Dear Sir/Madam,

I am writing to formally request a refund of Goods and Services Tax (GST) paid by my business, [Your Business Name], with GST Registration Number [Your GST Number].

Details of the refund request are as follows:

- **\*\*Period of Refund\*\***: [Start Date] to [End Date]
- **\*\*Amount Claimed\*\***: [Amount in words and figures]
- **\*\*Reason for Refund\*\***: [Brief explanation of the reason]

Enclosed with this letter are the relevant documents to support my refund application, including:

1. Copy of GST Returns for the specified period
2. Invoices reflecting the GST paid
3. Any other supporting documents

I would appreciate it if you could process my request at your earliest convenience. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any further information required.

Thank you for your assistance.

Yours sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Designation (if applicable)]  
[Your Business Name]