

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Department/Office Name]
[Tax Authority Name]
[Address]
[City, State, ZIP Code]

Subject: Request for GST Refund

Dear [Recipient's Name],

I am writing to formally request a refund of the GST amount of [Amount] that has been erroneously collected/paid in relation to [briefly describe the reason for the refund request, e.g., overpayment, cancellation of services, etc.].

Details of the transaction are as follows:

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

In accordance with the GST refund process, I have attached all necessary documents, including:

1. Copy of the invoice
2. Proof of payment
3. Any other relevant documents

I kindly request you to process my refund at your earliest convenience.

If you need any further information or clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Designation (if applicable)]
[Your Company Name (if applicable)]