

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

[GST Office Address]
[City, State, Zip Code]

Subject: Appeal for GST Refund

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally appeal the decision regarding my GST refund application dated [insert date of original application], reference number [insert reference number]. I wish to bring to your attention the following details regarding my claim:

- GST Registration Number: [Your GST Number]
- Amount Claimed: [Amount]
- Reason for Refund: [Brief explanation of the reason for the refund]

Despite submitting all necessary documentation, my application was [briefly explain the reason for rejection or delay]. I believe this decision may have been made in error.

[Here, provide additional information or supporting documents that strengthen your appeal.]

I kindly request a reevaluation of my application for the refund. Please let me know if you require any further information or documentation to assist with this process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

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