

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

The GST Officer

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

Subject: GST Refund Claim Application for [Financial Year/Period]

Dear Sir/Madam,

I am writing to formally request a refund of Goods and Services Tax (GST) for the period of [insert period, e.g., April 2022 to June 2022]. My GSTIN is [insert GSTIN].

Details of the refund claim are as follows:

- ****Refund Type:**** [e.g., Excess ITC, Export Refund, etc.]
- ****Total Amount Claimed:**** [insert amount]
- ****Bank Details:****
 - Account Name: [insert name]
 - Account Number: [insert account number]
 - Bank Name: [insert bank name]
 - IFSC Code: [insert IFSC code]

I have attached all necessary documents to support my claim, including:

1. GST Return filings for the specified period
2. Invoices detailing the input tax credit
3. GST Payment Challans
4. Any other relevant documents

I kindly request you to process my refund claim at your earliest convenience. Should you require any additional information or clarification, please feel free to contact me at [insert phone number/email].

Thank you for your attention to this matter.

Sincerely,

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