

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

[Date]  
[Recipient's Name]  
[Department Name]  
[Organization Name]  
[Address]

[City, State, Zip Code]

Subject: Follow-Up on GST Refund Application

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my GST refund application submitted on [Date of Application] with reference number [Reference Number].

As per my records, I have not yet received an update regarding the status of my application. I would appreciate your prompt attention to this matter, as the refund is crucial for my [briefly explain reason for urgency, e.g., business cash flow].

Please let me know if there are any additional documents or information required to process my application. I look forward to your swift response regarding the status of my GST refund.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Company Name (if applicable)]