[Your Name] [Your Address] [City, State, ZIP Code] [Email Address] [Phone Number] [Date] [GST Office Name] [Office Address] [City, State, ZIP Code] Subject: Inquiry Regarding GST Refund Dear [Recipient's Name], I hope this letter finds you well. I am writing to formally inquire about the status of my GST refund application submitted on [date of application]. The details of my refund request are as follows: - GST Number: [Your GST Number] - Refund Claim Reference Number: [Reference Number] - Amount Claimed: [Claim Amount] Despite following up through [any previous communications, e.g., emails, phone calls], I have not yet received any updates regarding my application. I would greatly appreciate your assistance in providing the current status of my refund and any other information that may expedite the process. Thank you for your attention to this matter. I look forward to your prompt response. Sincerely, [Your Name] [Your Signature (if sending a hard copy)]