

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

[Recipient Name]
[Recipient's Position]
[GST Office/Department Name]
[Office Address]
[City, State, Zip Code]

Subject: Request for GST Refund for Overpayment

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request a refund for the overpayment of Goods and Services Tax (GST) that I have made in the fiscal year [Year].

Details of the Overpayment are as follows:

- ****GST Registration Number****: [Your GST Number]
- ****Invoice Number(s)****: [List any relevant invoice numbers]
- ****Amount Overpaid****: [Specify the amount]
- ****Period of Overpayment****: [Specify the relevant period]

I have attached all supporting documents, including copies of relevant invoices and payment receipts to substantiate my claim. I kindly request you to review my case and process the refund at your earliest convenience.

Please let me know if you require any further information or additional documentation to facilitate 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]

[Your Position] (if applicable)

[Your Company Name] (if applicable)