

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

The Officer In Charge
Goods and Services Tax Department
[Department Address]
[City, State, ZIP Code]
Subject: Application for GST Refund

Dear Sir/Madam,

I am writing to request a refund of the Goods and Services Tax (GST) paid for the following transactions:

1. ****GST Registration Number****: [Your GST Registration Number]
2. ****Claim Period****: [Start Date] to [End Date]
3. ****Refund Amount****: [Amount]
4. ****Reasons for Refund****: [Brief explanation of the reason for the refund]

I have attached all necessary documents, including:

- GST Return filed for the relevant periods
- Invoices
- Payment Proof
- Any other supporting documents

I kindly request that you process my application at your earliest convenience. Please let me know if you require any additional information.

Thank you for your attention to this matter.

Sincerely,

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