

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

[Recipient Name]
[Recipient Title]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]

Subject: GST Refund Notification

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally notify you regarding the GST refund for [your business name or GST registration number], pertaining to the tax period of [specify period].

According to our records and the GST return filed for the stated period, we have established that we are eligible for a refund amounting to [specify amount]. The details of the claim are as follows:

- GST Registration Number: [Your GST Number]
- Tax Period: [Specify Period]
- Total GST Paid: [Specify Amount]
- Total Input Tax Credit: [Specify Amount]
- Refund Amount Due: [Specify Amount]

We have attached all necessary documentation, including copies of our GST returns, invoices, and payment receipts, to facilitate a swift processing of the refund.

We kindly request that you process this refund at your earliest convenience. If you require any further information or clarification regarding this claim, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]