

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Address]

[City, State, ZIP Code]

Subject: GST Refund Reconciliation

Dear [Recipient Name],

We hope this letter finds you well. We are writing to formally address and reconcile the GST refund application submitted on [Date of Application] for the period ending [Period End Date].

Details of the Application:

- GST Registration Number: [Your GST Number]
- Refund Amount Claimed: [Amount]
- Tax Period: [Period]
- Reference Number: [Reference Number, if applicable]

We have completed our internal reconciliation and would like to provide the following information to support our refund claim:

1. Summary of Sales Transactions:

- Invoice Number: [List of Invoice Numbers]
- Total Sales: [Total Sales Amount]
- GST Collected: [Total GST Collected]

2. Summary of Purchases:

- Invoice Number: [List of Purchase Invoice Numbers]
- Total Purchases: [Total Purchases Amount]
- GST Paid: [Total GST Paid]

3. Net GST Refund Calculation:

- Total GST Collected: [Amount]
- Total GST Paid: [Amount]
- Net Refund Due: [Net Amount]

We believe that the documents and calculations provided will facilitate a prompt resolution to our refund request. Please find attached [List of Attachments] for your reference.

Should you require any further information or clarification, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Your Phone Number]

[Your Email Address]