

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

[GST Department Name]
[Department Address]
[City, State, Zip Code]

Subject: GST Refund Request for [Period/Invoice Number]

Dear [Recipient's Name],

I am writing to formally request a refund for the GST amount of [Amount] paid on [Date] for [Description of Goods/Services]. My GST registration number is [Your GST Number].

The details of the transaction are as follows:

- Invoice Number: [Invoice Number]
- GST Amount Paid: [Amount]
- Date of Transaction: [Date]
- Reason for Refund: [Brief explanation]

Attached to this letter are copies of relevant documents, including the invoice and payment receipts, to support my request.

I kindly request you to process my refund at your earliest convenience and inform me of any further information you may require.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Designation/Position, if applicable]
[Your Company Name, if applicable]