

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

[Recipient Name]  
[GST Department Name]  
[Department Address]  
[City, State, ZIP Code]

Subject: Request for GST Refund Adjustment

Dear [Recipient Name],

I hope this letter finds you well.

I am writing to formally request an adjustment related to my Goods and Services Tax (GST) refund for the assessment period of [Specify Period]. My GSTIN is [Your GSTIN], and the refund application reference number is [Refund Application Reference Number].

[Provide a brief explanation of the situation, including details about the refund you are requesting, any errors you wish to correct, and any supporting documentation you are including.]

I kindly request that you process this adjustment at your earliest convenience. Should you require any further information or clarification, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

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