

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

The GST Department

[Office Address]
[City, State, ZIP Code]

Subject: Application for GST Refund Claim

Dear Sir/Madam,

I am writing to formally request a refund for the Goods and Services Tax (GST) that has been overpaid in [mention the relevant period or specific transaction details].

Details of the Transaction:

- GSTIN: [Your GSTIN]
- Invoice Number: [Invoice Number]
- Date of Invoice: [Invoice Date]
- Amount of GST Paid: [Amount]

I have attached the relevant supporting documents, including the invoice, payment receipt, and any other necessary documentation for your review.

I kindly request that you process this refund at your earliest convenience. Thank you for your attention to this matter.

Sincerely,

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