

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

To,

The GST Officer

[Department/Office Name]

[Department Address]

[City, State, Zip Code]

Subject: Application for GST Refund

Dear Sir/Madam,

I am writing to formally request a refund of the Goods and Services Tax (GST) as per Section [relevant section] of the GST Act. The details of the GST refund claim are as follows:

1. ****GSTIN****: [Your GST identification number]
2. ****Refund Type****: [Type of refund, e.g., Export, ITC, etc.]
3. ****Period of Claim****: [Tax period for which refund is claimed]
4. ****Amount of Refund****: [Amount]
5. ****Reasons for Refund****: [Briefly explain the reasons for refund]

I have attached all relevant documents to support my claim, including:

- GST returns
- Invoice copies
- Export documents (if applicable)
- Bank details

I request you to process my refund application at your earliest convenience. Please feel free to contact me if you require any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]