

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Department/Office Name]
[Tax Authority Name]
[Office Address]
[City, State, Zip Code]

Subject: Request for GST Refund on Excess Tax Paid

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the refund of Goods and Services Tax (GST) paid in excess for the financial year [Year] under GSTIN [Your GSTIN Number].

Details of the excess tax payment are as follows:

- GST Transaction No: [Transaction Number]
- GST Amount Paid: [Amount]
- Date of Payment: [Date]
- Invoice Number: [Invoice Number]

Upon reviewing my records, I found that an overpayment was made due to [briefly explain reason for excess payment, e.g., clerical error, miscalculation, etc.]. I have attached supporting documents, including [list documents, e.g., payment receipts, tax filings, etc.], to substantiate my request.

As per the provisions outlined in the GST law, I believe I am eligible for a refund of the excess tax paid. I kindly request your prompt attention to this matter and look forward to your response regarding the next steps for processing my refund.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Designation (if applicable)]
[Company Name (if applicable)]
[Enclosures: List of attached documents]