

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Department/Organization Name]
[Address]
[City, State, Zip Code]

Subject: Inquiry Regarding GST Refund Status

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the status of my GST refund for the period [insert period] associated with GST registration number [insert GST number].

I submitted my refund application on [insert submission date], and I would like to request an update regarding its progress. The reference number for my application is [insert reference number].

Please let me know if any additional information or documentation is required from my side. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this inquiry.

Sincerely,

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