

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company/Department Name]
[Address]
[City, State, Zip Code]

Subject: Request for GST Refund Details

Dear [Recipient Name],

I hope this letter finds you well. I am writing to request detailed information regarding my GST refund application submitted on [Date of Application] with reference number [Reference Number].

As I have not yet received updates regarding the status of my refund, I would appreciate if you could provide me with the following details:

1. Current status of my GST refund application
2. Expected timeframe for processing
3. Any additional documentation required from my side

Your assistance in this matter is highly appreciated, and I look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]