

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

[GST Department Name]
[Department Address]
[City, State, ZIP Code]

Subject: Application for GST Refund Eligibility

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an assessment of my eligibility for a GST refund for the [specify the applicable period, e.g., financial year, quarter].

My GST registration number is [Your GST Number], and I am a registered taxpayer under [mention the applicable GST category, e.g., Regular taxpayer, Composition dealer, etc.]. After reviewing my accounts, I believe I am entitled to a refund due to [state the reason, e.g., excess input tax credit, export of goods/services, etc.].

Enclosed with this letter are the supporting documents, which include:

1. Copy of GST returns filed for the specified period
2. Supporting invoices and bills
3. Documentation proving the eligibility for the refund

I kindly request that you evaluate my application and provide me with guidance regarding the next steps in this process. Should you require any further information or clarification, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Designation (if applicable)]

[Your Company Name (if applicable)]