

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

[Recipient's Name]
[Recipient's Position]
[Department of Revenue]
[Department Address]
[City, State, ZIP Code]

Subject: Request for GST Refund

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a refund of Goods and Services Tax (GST) that I believe is due to me as per the records of [Your Business Name/Entity].

Details of the Refund Request:

- GST Registration Number: [Your GST Registration Number]
- Period of Assessment: [Start Date] to [End Date]
- Amount Claimed: [Amount]
- Reference Number of Previous Correspondence: [Reference Number (if applicable)]

Enclosed with this letter are the necessary documents supporting my claim, including:

1. Copy of GST Returns for the specified period
2. Copies of invoices and payment receipts
3. Any other relevant documents

I kindly request your assistance in processing this GST refund at your earliest convenience. Please let me know if you require any additional information or documentation to expedite this process.

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 Position (if applicable)]
[Your Business Name (if applicable)]