

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

Subject: Request for GST Refund

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request a refund of Goods and Services Tax (GST) paid on [mention the specific goods/services] as per the applicable regulations.

Details of the transaction are as follows:

- Invoice Number: [Invoice Number]
- Date of Purchase: [Date]
- Total Amount: [Amount]
- GST Amount Paid: [GST Amount]

[Provide a brief explanation of the reason for the refund request, such as overpayment, cancellation, or eligible refund scenarios.]

I have enclosed all relevant documentation, including the original invoice and any additional forms required for processing this request.

I kindly request that you process my refund at your earliest convenience.

Should you need any more information or clarification, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]