

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

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

Subject: Follow-up on GST Refund Application - [Your GSTIN]

Dear [Recipient's Name/Department Name],

I hope this message finds you well. I am writing to follow up on my GST refund application submitted on [Date of Submission] for the period [Tax Period]. The reference number for my application is [Reference Number]. As of today, I have not received any updates regarding the status of my refund. I would appreciate any information you could provide on the progress of my application, as it is crucial for my financial planning. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

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