

VAT Refund Request

Date: [Insert Date]

[Your Charity/Non-Profit Name]

[Your Charity/Non-Profit Address]

[City, State, Zip Code]

Email: [Your Email Address]

Phone: [Your Phone Number]

To Whom It May Concern,

We, [Your Charity/Non-Profit Name], are a registered charity/non-profit organization dedicated to [briefly describe your mission]. We are writing to formally request a refund of Value Added Tax (VAT) incurred on eligible purchases made during the period of [insert period].

As a charity/non-profit, we are entitled to reclaim VAT on certain qualifying purchases in accordance with [relevant legislation or guidelines]. Our VAT registration number is [insert VAT registration number].

Enclosed with this letter are the relevant documents, including:

- Invoices
- Proof of Payment
- Our VAT registration certificate

We kindly ask you to process our VAT refund request at your earliest convenience. Should you require any further information or documentation, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Charity/Non-Profit Name]

[Your Charity/Non-Profit's Charity Registration Number]