

VAT Refund Request Letter for Educational Institutions

[Your Institution's Name]

[Your Institution's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

To:

[Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Subject: VAT Refund Request

Dear [Tax Authority Contact Name],

We, [Your Institution's Name], are writing to formally request a refund of the Value Added Tax (VAT) that has been paid on various eligible purchases made during the [specify time period] in support of our educational activities.

As a registered educational institution, we are entitled to a VAT refund under [cite relevant regulation or law]. We have attached all necessary documentation, including invoices and receipts, to substantiate our claim.

The total amount of VAT we request to be refunded is [insert amount].

We appreciate your attention to this matter and look forward to your prompt response. Please do not hesitate to contact us if you require any further information or clarification.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Institution's Name]