

VAT Refund Request for Exempt Supplies

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: VAT Refund Request for Exempt Supplies

I am writing to formally request a refund of VAT paid on supplies that are exempt under [Insert Relevant Legislation/Regulation]. As per [Provide details of the applicable legislation], I believe that I am eligible for a refund based on the nature of the supplies provided.

Details of the transaction are as follows:

- Invoice Number: [Insert Invoice Number]
- Date of Supply: [Insert Date]
- Amount Paid: [Insert Amount]
- Description of Exempt Supplies: [Insert Description]

Attached to this letter are copies of the relevant invoices and documentation supporting my request. I kindly ask that you process this refund at your earliest convenience.

Thank you for your attention to this matter. Should you require any further information, please do not hesitate to contact me.

Sincerely,

[Your Name]