

VAT Refund Request

Date: [Insert Date]

To,

[Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Subject: VAT Refund Request for Input Tax Recovery

Dear Sir/Madam,

I am writing to formally request a refund of the Value Added Tax (VAT) that I am entitled to recover as input tax.

Details of my VAT registration are as follows:

- VAT Registration Number: [Insert VAT Number]
- Business Name: [Insert Business Name]
- Business Address: [Insert Business Address]

I have enclosed the necessary documents to support my claim, including:

- VAT invoices
- Proof of payment
- Relevant transaction records

The total amount of VAT refundable is [Insert Amount]. I kindly request that you process this refund at your earliest convenience.

Thank you for your attention to this matter. Please feel free to contact me at [Insert Phone Number] or [Insert Email Address] should you require any further information.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]