

# VAT Refund Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Country]

[Email Address]

[Phone Number]

To Whom It May Concern,

[Recipient's Name or VAT Office Name]

[Recipient's Address]

[City, State, Zip Code]

[Country]

Subject: VAT Refund Request for International Business Transactions

Dear [Recipient's Name],

I am writing to formally request a VAT refund in accordance with the regulations governing VAT refunds on international business transactions. My company, [Your Company Name], is a registered business in [Your Country], and we have engaged in several international transactions during the period of [Insert Timeframe].

The details of the transactions are as follows:

- **Date:** [Transaction Date]
- **Invoice Number:** [Invoice Number]
- **Amount:** [Transaction Amount]
- **Country of Purchase:** [Country]

Attached are copies of relevant documentation, including invoices and proof of payment, to support my request. Please process this refund at your earliest convenience as per the stipulated guidelines.

Should you require any further information or clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]  
[Your Company Name]