

# VAT Refund Request for Non-Resident Businesses

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

VAT Refund Department

[Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Dear Sir/Madam,

I am writing to formally request a refund of the Value Added Tax (VAT) paid on behalf of [Your Company Name], a non-resident business registered under [Your Company Registration Number].

During the period from [Start Date] to [End Date], our company incurred VAT expenses amounting to [Total Amount]. These expenses were incurred in relation to [Brief Description of Goods/Services Purchased], which were used for [Purpose of Use].

Attached to this letter, you will find the necessary documentation to support our refund request, including:

- Invoices evidencing the VAT paid
- Proof of payment
- Details supporting our eligibility for the VAT refund

We kindly request your prompt attention to this matter and appreciate your assistance in processing our VAT refund request. If you require any further information or documentation, please do not hesitate to contact me at [Your Email Address] or [Your Phone Number].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]