

VAT Refund Request for Online Sales

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[VAT Office/Tax Authority Name]
[Address]
[City, State, Zip Code]

Subject: Request for VAT Refund - Online Sales

Dear [Recipient's Name],

I am writing to formally request a refund of Value Added Tax (VAT) for online sales conducted through my e-commerce business, [Your Business Name], with VAT registration number [Your VAT Registration Number].

As per the records, I have made [insert number] transactions totaling [insert amount] over the past [insert period of time], and I believe I am eligible for a VAT refund due to [briefly explain the reason, e.g., overpayment, goods returned, etc.].

Attached to this letter are copies of the necessary documents, including sales invoices and proof of VAT paid. I have ensured all documentation is complete to support my refund request.

Thank you for considering my application. I look forward to your prompt response regarding the next steps in this process.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Business Name]