

VAT Refund Request

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

[Recipient Name]
[Recipient Position]
[Tax Authority Name]
[Tax Authority Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a refund of the Value Added Tax (VAT) that our company, [Your Company Name], is entitled to for the period of [specify period]. As a small enterprise, this refund is critical for our cash flow and continued operations.

Our VAT registration number is [Your VAT Number]. Please find attached the necessary documentation supporting our claim, including [list documents such as invoices, VAT returns, etc.].

We appreciate your attention to this matter and look forward to your prompt response. Should you require any further information, please do not hesitate to contact me.

Thank you for your consideration.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]