

VAT Refund Request for Special Events/Exhibitions

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[VAT Office Name]

[VAT Office Address]

[City, State, Zip Code]

Subject: VAT Refund Request for [Event/Exhibition Name]

Dear [VAT Office Contact Name],

I am writing to formally request a refund of the Value Added Tax (VAT) incurred during the [Event/Exhibition Name], held on [Event Dates] at [Event Venue]. Our participation in this event was crucial for [briefly state the importance of the event for your business].

We have attached the relevant documents including:

- Invoices showing VAT charged
- Proof of payment for the event
- Event registration confirmation

The total amount of VAT we are requesting to be refunded is [amount]. We appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]