

# VAT Refund Request for Tourism-Related Expenses

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

Date: [Insert Date]

To Whom It May Concern,  
[Tax Authority Name]  
[Tax Authority Address]  
City, State, Zip Code

Subject: Request for VAT Refund for Tourism-Related Expenses

Dear Sir/Madam,

I am writing to request a refund of the Value Added Tax (VAT) incurred during my recent visit to [Country/Region] for tourism purposes from [Start Date] to [End Date]. My VAT registration number is [Your VAT Registration Number].

During my stay, I incurred various tourism-related expenses totaling [Amount] which included the following:

- [Description of Expense 1] - [VAT Amount]
- [Description of Expense 2] - [VAT Amount]
- [Description of Expense 3] - [VAT Amount]

I have attached copies of all relevant invoices, receipts, and proof of payment to support my request. I kindly ask that you process my application as per the VAT refund regulations for tourists.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,  
[Your Name]