

Sales Tax Refund Application

Date: [Insert Date]

[Your Name]

[Your Position]

[Institution Name]

[Institution Address]

[City, State, ZIP Code]

[Tax Authority Name]

[Tax Authority Address]

[City, State, ZIP Code]

Subject: Application for Sales Tax Refund

Dear [Tax Authority Contact Name],

I am writing to formally request a sales tax refund on behalf of [Institution Name], as we are a recognized educational institution and may be eligible for such refunds under [relevant tax regulation or statute].

We have conducted a thorough review of our purchases and identified overpayments in sales tax totaling [amount] during the period of [start date] to [end date]. Attached are the relevant receipts and documentation supporting our claim.

We appreciate your attention to this matter and look forward to your prompt response. Should you require any further information or documentation, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Institution Name]

[Contact Information]