

# Sales Tax Refund Claim Letter Template

Date: [Insert Date]

[Your Organization's Name]

[Your Organization's Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To Whom It May Concern,

I am writing to formally request a sales tax refund for [Your Organization's Name], a registered non-profit organization under section [insert appropriate tax code].

For the period of [insert date range], our organization made several purchases on which sales tax was applied. As a non-profit, we are entitled to a refund for sales tax under [state or applicable guidelines].

Please find attached the following documents to support this claim:

- Proof of Non-Profit Status
- Receipts of Purchases
- Completed Sales Tax Refund Claim Form

We appreciate your prompt attention to this matter and kindly request a refund in the amount of [insert total amount]. If you require any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email].

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]