

Sales Tax Refund Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Tax Authority Name]

[Tax Authority Address]

[City, State, ZIP Code]

Subject: Request for Sales Tax Refund

Dear [Tax Authority Contact Name],

I am writing to formally request a refund for the sales tax I paid on [Description of the purchase or transaction] on [Date of Purchase].

Details of the transaction are as follows:

- Transaction Date: [Insert Date]
- Transaction Amount: [Insert Amount]
- Sales Tax Paid: [Insert Amount]
- Receipt/Invoice Number: [Insert Number]

As per the guidelines provided by your office, I believe I am eligible for a refund based on [reason for refund eligibility, e.g., returned item, exemption, etc.]. I have enclosed the necessary documentation to support my claim, including a copy of the receipt.

I appreciate your assistance with this matter and look forward to your prompt response. Please feel free to contact me at [Your Phone Number] or [Your Email] if you require any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]