

Sales Tax Refund Submission

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Current Date]

Sales Tax Department

[Department Address]

[City, State, Zip Code]

Subject: Request for Sales Tax Refund for E-commerce Transactions

Dear Sales Tax Department,

I am writing to formally request a refund of sales tax paid on e-commerce transactions conducted during the period of [start date] to [end date]. The details of the transactions are as follows:

- Transaction ID: [Transaction ID 1], Amount: \$[Amount 1], Date: [Date 1]
- Transaction ID: [Transaction ID 2], Amount: \$[Amount 2], Date: [Date 2]
- Transaction ID: [Transaction ID 3], Amount: \$[Amount 3], Date: [Date 3]

Attached are copies of purchase receipts and relevant documentation to support my claim for the refund.

Please process my refund at your earliest convenience. I appreciate your assistance in resolving this matter.

Thank you for your attention to this request.

Sincerely,

[Your Name]