**ON THE LETTER HEAD OF THE COMPANY**

Department Of Trade and Taxes Date: \_\_\_\_\_\_\_\_\_\_\_\_

The Asst. Commissioner

Govt. Of NCT of Delhi

Ward \_\_, New Delhi

**Sub: Request for Issue of Refund for the M/o (month, year)**

Dear Sir,

We would like to inform you that we are registered with Goods and Service Tax vide our **GSTIN** No- **(gstin of the company);** we are regularly exporting goods to various countries from our office situated at **(address of the company)**.

As per our **GSTR 3B** for the m/o **(month, year)**, the Outward Taxable Supplies (zero rated) is Rs.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (without payment of tax) against **LUT NO. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Dated \_\_\_\_\_\_\_\_\_

and verify the same with Shipping Bill No. \_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_\_. Purchases of goods exported for the month of \_\_\_\_\_\_\_\_\_\_ Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_ including IGST Rs. \_\_\_\_\_\_\_\_\_\_ from **(party’s name).** Vide Tax Invoice No. \_\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_.

Computation of Refund as per **GST RFD** **–** **01A** for your reference as under:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Turnover of zero | Net input total | Adjusted total | Refund Amount |
|  | rated supply of | credit (2) | turnover (3) |  |
|  | goods and service |  |  |  |
|  | (1) |  |  |  |
|  |  |  |  |  |
| Integrated Tax |  |  |  |  |
|  |  |  |  |  |
| Central Tax | 0 | 0 | 0 | 0 |
|  |  |  |  |  |
| State/UT Tax | 0 | 0 | 0 | 0 |
|  |  |  |  |  |
| CESS | 0 | 0 | 0 | 0 |
|  |  |  |  |  |

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We, therefore, request to issue refund for the m/o **(month, year)** and we attached documents self attested by the Authorized Signatory, with Stamp.

Documents Enclosed:

1. Return GSTR-3B for the m/o **\_\_\_\_\_\_\_\_**
2. Letter Of Undertaking
3. Copy of custom Shipping Bill
4. Carrier Bill of Shipping Lines
5. Purchase Bill of goods exported
6. Copy of GST RFD-01 A, filed Online

Thanking You

Yours Faithfully

For **(company’s name)**

**(Director’s name)**