

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

Naveen Chand

Navkailashchand1996@gmail.com

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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)

Naveen Chand
Navkailashchand1996@gmail.com