

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Tax Authority's Name]
[Tax Authority's Address]
[City, State, Zip Code]

Subject: Request for Road Tax Refund

Dear [Tax Authority's Name or Title],

I hope this letter finds you well. I am writing to formally request a refund for my road tax for the year [Year].

Details of the payment are as follows:

- Vehicle Registration Number: [Your Vehicle Registration Number]
- Payment Reference Number: [Your Payment Reference Number]
- Date of Payment: [Date of Payment]
- Amount Paid: [Amount Paid]

[Briefly explain the reason for the refund request, e.g., vehicle sold, duplicate payment, etc.]

Please find attached copies of the relevant documents to support my request.

I would appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]