

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

[Recipient Name]
[Department/Authority Name]
[Address of the Department/Authority]
[City, State, Zip Code]

Subject: Application for Road Tax Refund

Dear [Recipient Name],

I am writing to formally request a refund for the road tax paid for my vehicle with the following details:

- Vehicle Registration Number: [Your Vehicle Registration Number]
- Make and Model: [Vehicle Make and Model]
- Road Tax Payment Reference Number: [Payment Reference Number]
- Date of Payment: [Date of Payment]

[Briefly explain the reason for the refund request, e.g., vehicle sold, vehicle not in use, overpayment, etc.]

I have attached copies of relevant documents, including the original payment receipt and any other necessary documentation to support my request.

Thank you for considering my application. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]