

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

[Recipient Name]
[Department or Agency Name]
[Address]
[City, State, Zip Code]

Subject: Request for Road Tax Refund

Dear [Recipient Name],

I am writing to formally request a refund for the road tax paid for my vehicle, [Vehicle Make and Model] with registration number [Vehicle Registration Number], for the period of [Start Date] to [End Date]. Due to [brief explanation of the reason for the refund request, e.g., vehicle sale, disposal, exemption eligibility, etc.], I believe that I am entitled to a refund of the road tax paid.

Enclosed with this letter are copies of the relevant documents, including:

1. [Document 1]
2. [Document 2]
3. [Document 3]

I kindly ask that you process this refund at your earliest convenience. If you require any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address]. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

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