

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Department/Agency Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Road Tax Refund

I hope this letter finds you well. I am writing to formally request a refund for the road tax I paid for my vehicle, [Vehicle Make and Model], with license plate number [License Plate Number]. The payment was made on [Payment Date], and the transaction reference number is [Transaction Reference Number].

Due to [reason for refund request, e.g., vehicle sale, change of residence, etc.], I believe I am entitled to a refund of the road tax paid for the period of [specify period]. I have enclosed copies of the relevant documentation, including payment receipts and any additional supporting materials.

Please let me know if you require any further information or documentation to process this request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Vehicle Registration Number]