

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

[Tax Authority Name]
[Tax Authority Address]
[City, State, ZIP Code]

Subject: Request for Road Tax Refund

Dear [Tax Authority Contact/Department],

I hope this letter finds you well. I am writing to formally request a refund of road tax that I believe I am entitled to.

Details of my vehicle are as follows:

- Vehicle Registration Number: [Your Vehicle Registration Number]
- Make and Model: [Vehicle Make and Model]
- Date of Tax Payment: [Date of Payment]
- Amount Paid: [Amount Paid]

The reason for my refund request is [briefly explain the reason for the refund, such as selling the vehicle, overpayment, etc.].

Enclosed with this letter are the relevant documents, including:

1. Copy of the tax payment receipt
2. Proof of vehicle sale (if applicable)
3. Any other supporting documents

I kindly request that you process my refund at your earliest convenience.

Should you need any further information or documentation, please feel free 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 Signature (if sending a hard copy)]

[Your Printed Name]