

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

[Recipient's Name]  
[Department Name or Organization]  
[Address]  
[City, State, Zip Code]

Subject: Claim for Road Tax Refund

Dear [Recipient's Name],

I am writing to formally request a refund for road tax paid on my vehicle  
[Vehicle Registration Number] for the [Specify duration, e.g., year 2022,  
etc.].

[Provide a brief explanation of the reason for the refund request, e.g.,  
vehicle sold, deregistered, etc.]

Enclosed are the relevant documents to support my claim, including:

1. Copy of the road tax payment receipt
2. Copy of the vehicle registration document
3. [Any other supporting documents]

I kindly ask you to process this refund at your earliest convenience.  
Should you require any further information or clarification, please do  
not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

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