

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Department/Organization 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 with the following details:

- Vehicle Registration Number: [Your Vehicle Registration Number]
- Tax Payment Reference Number: [Your Tax Payment Reference Number]
- Date of Payment: [Date of Payment]

Due to [reason for the refund, e.g., selling the vehicle, overpayment, exemption eligibility], I believe I am eligible for a refund of the road tax paid.

I have attached the necessary documents to support my request, including [list of documents, e.g., payment receipt, vehicle sale agreement, exemption certificate].

I kindly ask that my request be processed at your earliest convenience. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you need any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]

Attachments: [List of attached documents]