

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

[Recipient Name]
[Department/Authority Name]
[Office Address]
[City, State, ZIP Code]

Subject: Application for Road Tax Refund

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request a refund for the road tax associated with my vehicle, [Vehicle Make and Model], with registration number [Registration Number], as I believe I am eligible for a refund due to [brief explanation of reason, e.g., "the vehicle being sold, non-use during the tax period," etc.].

Enclosed are copies of the relevant documents, including:

1. Proof of vehicle registration
2. [Any other pertinent documents, e.g., proof of sale, tax payment receipt, etc.]

I kindly request that you process my application at your earliest convenience. Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]