

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

Dear [Recipient's Name],

Subject: Request for Road Tax Refund

I am writing to formally request a refund for the road tax associated with my vehicle, [Vehicle Make, Model, Year], with registration number [Registration Number].

I paid the road tax on [Date of Payment] for the tax period covering [Start Date] to [End Date]. However, due to [brief explanation of reason for refund request, e.g., vehicle sale, relocation, duplicate payment], I believe I am entitled to a refund.

Attached are the relevant documents supporting my request, including:

1. Proof of payment
2. Registration details
3. [Any other relevant documents]

I kindly ask you to process my refund at your earliest convenience. If you require any further information or documentation, please do not hesitate 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]