

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

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

Subject: Application for Road Tax Refund

Dear [Tax Authority/Specific Person's Name],

I am writing to formally request a refund for the road tax paid for my vehicle, details of which are as follows:

- Vehicle Registration Number: [Your Vehicle Registration Number]
- Date of Payment: [Date of Payment]
- Amount Paid: [Amount Paid]
- Reason for Refund: [Brief explanation of the reason for the refund request]

I have attached a copy of the payment receipt and any other relevant documents for your reference.

I would appreciate your prompt attention to this matter and look forward to your response.

Thank you very much for your assistance.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]