

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

[Tax Office Address]  
[City, State, Zip Code]

Subject: Road Tax Refund Claim

Dear [Recipient's Name or "To Whom It May Concern"],

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]
- Make and Model: [Your Vehicle Make and Model]
- Tax Reference Number: [Your Tax Reference Number]
- Payment Date: [Date of Payment]
- Amount Paid: [Amount Paid]

The reason for this refund claim is [briefly explain the reason, e.g., "I sold the vehicle on [date] and no longer require road tax"]. I have attached supporting documentation, including [list of attachments, e.g., sales agreement, proof of payment, etc.].

I kindly request that you process my refund at your earliest convenience. Should you require any additional information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]