

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Department of Motor Vehicles/Tax Office]  
[Office Address]  
[City, State, Zip Code]

Subject: Request for Road Tax Refund

Dear [Recipient's Name],

I am writing to formally request a refund for the road tax paid for my vehicle [Vehicle Make, Model, Year] with registration number [Registration Number]. I paid the road tax on [Payment Date] in the amount of [Amount Paid].

Due to [brief explanation of the reason for refund request - e.g., vehicle disposal, erroneous payment, etc.], I believe I am entitled to a refund. Enclosed are the relevant documents, including:

1. Copy of the payment receipt
2. Copy of my vehicle registration
3. [Any other supporting documents]

I kindly ask you to process this refund at your earliest convenience.

Should you require any additional information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,  
[Your Name]