

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

[Department/Authority Name]
[Department Address]
[City, State, Zip Code]

Subject: Request for Road Tax Refund

Dear [Recipient's Name or "Sir/Madam"],

I hope this letter finds you well. I am writing to formally request a refund of the road tax paid for my vehicle with registration number [Your Vehicle Registration Number].

Details of the payment are as follows:

- Payment Date: [Date of Payment]
- Amount Paid: [Amount]
- Payment Reference Number: [Reference Number]

The reason for my refund request is [briefly explain reason, e.g., vehicle was sold, not used, etc.]. I have attached copies of relevant documents, including [list any attached documents, such as payment receipts, proof of sale, etc.].

I kindly ask you to process my request at your earliest convenience. If you need any further information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,
[Your Name]