

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Road Tax Reimbursement

I hope this letter finds you well. I am writing to formally request a reimbursement for the road tax paid for the year [Year].

Details of the road tax payment are as follows:

- Vehicle Registration Number: [Your Vehicle Registration Number]
- Payment Date: [Date of Payment]
- Amount Paid: [Amount of Road Tax Paid]
- Reference Number: [Payment Reference Number]

The road tax payment was made in compliance with applicable vehicle regulations and for the usage of the vehicle assigned to me for [briefly explain the purpose or nature of usage, e.g., company business].

Attached are copies of the payment receipt and any other relevant documents for your reference. I kindly request that you process this reimbursement at your earliest convenience.

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]
[Your Job Title] (if applicable)