

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Department/Agency Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Road Tax Refund

I am writing to formally request a refund of the road tax paid for my vehicle with the following details:

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

Due to [reason for refund request, e.g., vehicle sale, change in ownership, etc.], I believe I am eligible for a refund of the road tax paid.

Please find attached copies of the relevant documents for your review. I appreciate your prompt attention to this matter and look forward to your response.

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]