

[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 Reimbursement

I hope this letter finds you well. I am writing to formally request reimbursement for road tax paid for the fiscal year [Year] for my vehicle, [Vehicle Make and Model], with registration number [Registration Number].

Due to [reason for reimbursement request, e.g., "a change in my employment status" or "the vehicle being off the road for repairs"], I believe I am eligible for reimbursement of this road tax paid.

I have attached the necessary documentation, including the payment receipt and any relevant forms, for your review.

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]