

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

Subject: Request for Road Tax Refund

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a refund of road tax paid for my vehicle, details of which are as follows:

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

Reason for Refund: [Briefly explain the reason for the refund request, e.g., vehicle deregistration, duplicate payment, etc.]

I have attached copies of the relevant documents, including the payment receipt and any other supporting documents for your review.

I appreciate your attention to this matter and look forward to a prompt resolution. Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]