

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

Subject: Application for Road Tax Refund

Dear [Authority Name/Title],

I am writing to formally request a refund of the road tax paid for my vehicle [Vehicle Make, Model, and Year] with registration number [Vehicle Registration Number].

The reason for my request is [briefly explain the reason for the refund, such as selling the vehicle, change of residence, etc.]. I have attached all necessary documents, including [list any documents like proof of payment, vehicle sale agreement, etc.].

I kindly ask for your assistance in processing this refund at your earliest convenience. Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]