

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

Dear [Recipient's Name],

Subject: Request for Road Tax Refund

I hope this letter finds you well. I am writing to formally request a refund for the road tax associated with my vehicle [Vehicle Registration Number] for the year [Year].

Due to [briefly explain the reason for the refund request, e.g., "the sale of my vehicle," "a change in residency," "duplicate payment," etc.], I am no longer able to utilize this road tax.

I have attached all relevant documentation, including [list relevant attached documents, e.g., proof of payment, vehicle sale agreement, etc.], to support my request.

I kindly ask that you process my refund at your earliest convenience. Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]