

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

DVLA

Swansea

SA99 1AR

Subject: Request for Tax Refund

Dear Sir/Madam,

I am writing to formally request a refund for the vehicle tax on my car, [Vehicle Registration Number], which I have recently sold/declared off the road.

Details of my vehicle are as follows:

- Vehicle Registration Number: [Your Vehicle Registration Number]
- Make and Model: [Your Vehicle Make and Model]
- Previous Tax Period: [Start Date] to [End Date]

I believe I am entitled to a refund for the remaining months of tax that I have paid. Attached are copies of relevant documents including proof of sale and my tax payment receipt.

Please process my request at your earliest convenience. If you require any further information, feel free to contact me at the phone number or email address above.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]