

[Your Name]
[Your Address]
[City, Postcode]
[Email Address]
[Phone Number]
[Date]

DVLA

Swansea

SA99 1BD

Subject: Request for Refund

Dear Sir/Madam,

I am writing to request a refund for [specific fee or service] that I have paid on [date of payment].

Details of my payment are as follows:

- Name: [Your Name]
- Address: [Your Address]
- Vehicle Registration Number: [Your Vehicle Registration Number]
- Payment Reference Number: [Your Payment Reference Number]
- Amount Paid: PS[Amount]

The reason for the refund request is [brief explanation of the reason].

I have attached copies of the relevant documents for your reference.

Please let me know if you require any further information to process my request. I look forward to your prompt response regarding this matter.

Thank you for your attention to this request.

Yours sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]