

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

DVLA

Swansea

SA99 1AR

Subject: Road Tax Dispute for Vehicle Registration [Your Vehicle
Registration Number]

Dear Sir/Madam,

I am writing to formally dispute the road tax charge for my vehicle,
registration number [Your Vehicle Registration Number]. I believe there
has been an error in the record keeping or processing of my account.
[Briefly explain the reason for your dispute, e.g., "I have proof of
payment for the tax period in question," "I believe my vehicle is exempt
due to its low emission status," etc.]

I have attached copies of relevant documents, including [list of
attachments, e.g., "proof of payment," "tax exemption certificate,"
etc.], to support my claim.

I kindly request that you review my case and provide a response at your
earliest convenience.

Thank you for your attention to this matter.

Yours sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]