

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

Internal Revenue Service  
[Appropriate IRS Address]

Subject: Claim for Refund of Overpayment

Dear Sir or Madam,

I am writing to formally request a refund for the overpayment made on my federal income tax for the tax year [insert tax year]. My Social Security number is [XXX-XX-XXXX].

Upon reviewing my tax return (Form [insert form number]) filed on [insert filing date], I noticed an overpayment of [insert amount] due to [briefly explain reason for overpayment, e.g., miscalculation, excess withholding, etc.].

I have attached the following documents to support my claim:

1. Copy of my original tax return
2. [Any relevant documentation, e.g., W-2 forms, 1099s, etc.]
3. [Any additional relevant forms or calculations]

I appreciate your attention to this matter and look forward to a prompt resolution. Please let me know if you require any further information or documentation.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]