

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

Internal Revenue Service

[Address of the IRS office handling refunds]
[City, State, ZIP Code]

Subject: Request for Refund of Overpaid Taxes

Dear Sir/Madam,

I am writing to formally request a refund of my overpaid taxes for the tax year [insert tax year]. My details are as follows:

- **Name:** [Your Full Name]
- **Social Security Number:** [Your SSN (last four digits)]
- **Tax Identification Number (if applicable):** [Your Tax ID]
- **Filing Status:** [Your Filing Status]

After reviewing my tax return (Form [insert applicable form number]) filed on [insert filing date], I believe I am entitled to a refund of \$[insert amount] due to [briefly explain reason for overpayment, e.g., an error, excessive withholding, etc.].

Attached are copies of all relevant documents including my tax return, W-2s, and any other supporting documentation.

I appreciate your attention to this matter and look forward to receiving my refund. Should you need any further information, please feel free to contact me at the above phone number or email address.

Thank you for your prompt assistance.

Sincerely,

[Your Handwritten Signature (if sending by mail)]

[Your Typed Name]