

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

Lembaga Hasil Dalam Negeri Malaysia (LHDN)  
[Relevant Department/Office]  
[Office Address]  
[City, State, ZIP Code]

Subject: Request for Tax Refund

Dear [Recipient's Name or "Sir/Madam"],

I hope this letter finds you well. I am writing to formally request a refund of my tax overpayment for the assessment year [insert year]. The details of my tax affairs are as follows:

- Name: [Your Name]
- Tax Identification Number (TIN): [Your TIN]
- Assessment Year: [Insert year]
- Amount to be refunded: [Insert amount]

Enclosed with this letter are copies of my tax documents, including my tax return and payment receipts, to support my request. I kindly ask that you process this refund at your earliest convenience.

Should you need any further details or clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]