

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Tax Authority's Name]
[Tax Authority's Address]
[City, State, Zip Code]

Subject: Withholding Tax Refund Request

Dear [Tax Authority's Name or "To Whom It May Concern"],
I am writing to formally request a refund for the withholding tax deducted from my income during the tax year [Year]. My personal details and relevant information are as follows:

- Name: [Your Full Name]
- Tax Identification Number (TIN): [Your TIN]
- Address: [Your Address]
- Phone Number: [Your Phone Number]
- Email: [Your Email Address]
- Total Withholding Tax Amount: [Amount]
- Period of Withholding: [Start Date] to [End Date]

I believe I am eligible for a refund due to [briefly explain reason, e.g., overpayment, incorrect withholding, etc.]. Enclosed are the supporting documents including [list documents, e.g., W-2 forms, tax returns, etc.] for your review.

I kindly request that you process my refund at your earliest convenience. Please confirm receipt of this letter and inform me about the next steps. Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Signature (if sending a hard copy)]