

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

Zambia Revenue Authority

[ZRA Office Address]

[City, State, Zip Code]

Subject: Application for Tax Refund

Dear Sir/Madam,

I am writing to formally request a refund of taxes overpaid for the tax period of [specific tax period].

My taxpayer identification number is [Your TIN]. I have enclosed the necessary documentation including [list of attachments such as tax returns, payment receipts or any other supporting documents].

I appreciate your assistance in processing this request and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]