

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

[Tax Authority Name]
[Tax Authority Address]
[City, State, Zip Code]

Subject: Request for Tax Refund

Dear [Tax Authority Name or appropriate title],
I hope this letter finds you well. I am writing to formally request a refund for my overpaid taxes for the tax year [insert tax year].

My details are as follows:

- Taxpayer Identification Number: [Your TIN/SSN]
- Filing Status: [Your filing status, e.g., Single, Married Filing Jointly]

Upon reviewing my tax return, I discovered that I have overpaid my taxes due to [briefly explain reason, e.g., an error, additional deductions not accounted for, etc.]. The total amount of overpayment is [insert amount].

I have attached the following documents to support my request:

1. A copy of my tax return for the year [insert tax year]
2. [Any additional documents, e.g., W-2s, 1099s, proof of payment]

I kindly request that you process my refund promptly and inform me of any further information required.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]