

# Tax Refund Request for Property Taxes

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Tax Authority Name]

[Tax Authority Address]

[City, State, ZIP Code]

Dear [Tax Authority Name or "Sir/Madam"],

I am writing to formally request a refund for property taxes that I believe have been overpaid. My property is located at [Property Address], and my account number is [Account Number].

Upon reviewing my tax records, I noted discrepancies that indicate I was charged [Specify Amount] more than the correct assessment for the tax year [Specify Year]. The details of the overcharge are as follows:

- [Reason/Description of Overcharge 1]
- [Reason/Description of Overcharge 2]
- [Any Supporting Documentation or Receipts]

I kindly request that you review my case and process a refund for the amount specified. Enclosed are copies of all relevant documentation to support my claim.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]