

# Tax Refund Request Letter

Date: [Insert Date]

To,

[Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Subject: Request for Tax Refund

Dear [Tax Authority Contact Name],

I am writing to formally request a tax refund for my business, [Your Business Name], with Tax Identification Number [Your TIN]. Due to [brief explanation of the reason for the refund request, e.g., overpayment, incorrect assessment], I believe that I am eligible for a refund of [amount].

Enclosed you will find all relevant documentation supporting my claim, including:

- [Description of Document 1]
- [Description of Document 2]
- [Description of Document 3]

I would appreciate your prompt attention to this matter, and I look forward to your response. If you need any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position]

[Your Business Name]

[Your Business Address]

[City, State, Zip Code]