

Tax Refund Application

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

Tax Office Name
Tax Office Address
City, State, Zip Code

Subject: Application for Tax Refund

Dear [Tax Office/Officer's Name],

I am writing to formally request a tax refund for my small business, [Business Name], for the tax year [Year]. Due to [reason for refund, e.g., overpayment, miscalculation], I believe I am eligible for a refund.

Enclosed are the relevant documents, including my tax returns and proof of payment. I kindly ask you to review my application and processing it at your earliest convenience.

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

Sincerely,
[Your Name]
[Your Title/Position].
[Business Name]