

Vehicle Tax Refund Request

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Tax Authority's Name]

[Tax Authority's Address]

[City, State, Zip Code]

Dear [Tax Authority's Name],

I am writing to formally request a refund for the vehicle taxes paid on our business vehicle identified by the following details:

- Vehicle Make: [Insert Vehicle Make]
- Vehicle Model: [Insert Vehicle Model]
- Vehicle Year: [Insert Vehicle Year]
- Vehicle Identification Number (VIN): [Insert VIN]
- Tax Period: [Insert Tax Period]
- Tax Amount Paid: [Insert Amount]

Due to [reason for refund request, e.g., sale of vehicle, tax exemption, etc.], we believe we are entitled to a refund of the vehicle taxes previously paid. Attached are the relevant documents supporting our claim, including [list any attached documents, such as receipts or sales agreements].

We appreciate your attention to this matter and look forward to your prompt response. Please do not hesitate to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]