

Request for Vehicle Tax Refund

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally request a refund for duplicate payments made for my vehicle tax. Below are the details of my vehicle and payment:

Owner's Name: [Your Name]

Vehicle Registration Number: [Your Registration Number]

Payment Amount: [Amount Paid]

Date of Payment: [Payment Date]

Transaction Reference Number: [Reference Number]

I have mistakenly made two payments for the same tax period. I kindly request that you review my case and initiate the refund process for the duplicate payment.

Attached are copies of the payment receipts and any relevant documentation for your reference.

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

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]