

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Subject: Request for Tax Refund on Behalf of Deceased

Dear Sir/Madam,

I am writing to request a tax refund for [Deceased's Name], who passed away on [Date of Death]. As the [Relationship to Deceased], I am authorized to handle financial matters on their behalf.

Attached are the relevant documents, including a copy of the death certificate and proof of my relationship with [Deceased's Name]. In addition, I have included copies of the tax returns for the relevant years where the refund is applicable.

I kindly ask you to process this request at your earliest convenience. Should you require any further information, please do not hesitate to contact me at the above telephone number or email address.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]