

# Tax Document Submission for Refund Request

[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**

Dear [Tax Authority Representative's Name],

I am writing to formally request a refund for the overpayment of my taxes for the fiscal year [Year]. Please find attached the necessary documents to support my claim.

Details of the payment are as follows:

- Taxpayer ID: [Your Tax ID]
- Filing Status: [Your Filing Status]
- Amount Overpaid: [Amount]
- Date of Payment: [Date]

Enclosed are copies of the following documentation:

- [Form 1040 or Other Relevant Forms]
- [W-2s or 1099s]
- [Proof of Payment]
- [Any Other Relevant Documents]

I kindly request that you process my refund at your earliest convenience. If you have any questions or require further information, please do not hesitate to reach me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]