

Sales Tax Refund Application

[Your Business Name]

[Your Business Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Subject: Application for Sales Tax Refund

Dear [Tax Authority Contact Name],

I am writing to formally request a refund of sales tax that was overpaid by my business, [Your Business Name], for the tax period of [Specify Tax Period].

Details of the overpayment are as follows:

- Transaction Date: [Transaction Date]
- Invoice Number: [Invoice Number]
- Amount of Sales Tax Overpaid: [Amount]

Enclosed are copies of the relevant documents, including invoices and tax return filings. I respectfully request that you review this information and initiate the refund process at your earliest convenience.

Thank you for your attention to this matter. Should you require any further information or documentation, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Position]

[Your Business Name]