

Tax Refund Application

[Your Name]

[Your Business Name]

[Your Business Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

To Whom It May Concern,

I am writing to formally request a tax refund for [tax year] due to [reason for refund application, e.g., overpayment, eligibility for credits, etc.].

My business details are as follows:

- Business Name: [Your Business Name]
- Tax Identification Number: [Your TIN]
- Contact Number: [Your Phone Number]

Attached are the necessary documents, including:

- Copy of tax return for [tax year]
- Proof of payment
- Any additional supporting documents

I would appreciate your prompt attention to this matter. If you require any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Business Name]