

# Dividend Withholding Tax Refund Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a refund for the withholding tax deducted from the dividends received from [Company Name] for the fiscal year [Insert Year]. As a shareholder, I understand that withholding tax is applicable, however, I believe I am eligible for a refund under [mention any applicable provisions, treaties, or regulations].

Attached to this letter are the necessary documents to support my claim, including:

- Copies of dividend statements
- Proof of tax withholding
- Tax identification information
- Any other relevant supporting documents

I would appreciate your prompt attention to this matter and kindly request a response at your earliest convenience. If you require any additional information or documentation, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

[Your Name]