

# 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 Position]

[Company/Institution Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request a refund for the withholding tax that was deducted from my dividend payments for the fiscal year [insert year]. As a shareholder, I believe I am entitled to a refund as per the tax treaty provisions and relevant tax regulations.

Below are the details pertinent to my request:

- Shareholder ID: [Insert ID]
- Amount of Dividend: [Insert Amount]
- Amount of Withholding Tax Deducted: [Insert Amount]
- Tax Year: [Insert Year]

Attached to this letter, you will find copies of the relevant documents to support my application:

- Dividend payment statements
- Proof of identity
- Tax treaty documentation (if applicable)

I appreciate your attention to this matter and look forward to your prompt response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any additional information.

Thank you for your assistance.

Sincerely,

[Your Name]