

Letter of Appeal for Tax Refund

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Department of Revenue

[Department Address]

[City, State, Zip Code]

Subject: Appeal for Tax Refund on Unintentional Overpayment

Dear Sir/Madam,

I am writing to formally appeal for a refund of taxes that were unintentionally overpaid for the tax year [Year]. My taxpayer identification number is [Taxpayer ID Number].

On [Date], I filed my tax return for the year [Year] and, due to [brief explanation of the reason for overpayment], it resulted in an excess payment of [Amount]. I have attached the relevant documentation to support my claim, including a copy of my tax return and payment receipts.

According to [Relevant Tax Regulations or Policies], I believe I am entitled to a refund of the excess amount paid. I would appreciate your prompt attention to this matter, and I kindly request that my appeal be reviewed at your earliest convenience.

Thank you for your consideration. I look forward to your positive response.

Sincerely,

[Your Name]