

# Documentation Submission for Overpaid Tax Refund

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Tax Authority Name]

[Tax Authority Address]

[City, State, ZIP Code]

Dear [Tax Authority Contact/Title],

I am writing to submit documentation regarding an overpayment of taxes for the tax year [Insert Year]. After reviewing my tax records, I believe that I have overpaid my taxes by [Insert Amount].

Enclosed please find the following documentation to support my request for a refund:

- Copies of my tax returns for the years [Insert Years]
- Proof of payments made, including [Insert Payment Methods]
- Any additional relevant documentation

I kindly request that you process my refund as soon as possible. If you need any further information or documentation, please do not hesitate to contact me at the provided phone number or email address.

Thank you for your attention to this matter.

Sincerely,

[Your Name]