Formal Request for Correction of Tax Overpayment

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Tax Authority Name]

[Tax Authority Address]

[City, State, ZIP Code]

Dear [Tax Authority Name],

I am writing to formally request a correction regarding an overpayment of my taxes for the fiscal year [insert year]. My name is [Your Name], and my taxpayer identification number is [Your Tax ID Number].

Upon reviewing my tax documents, I have identified an overpayment in the amount of [insert amount]. I believe this occurred due to [brief explanation of how the overpayment happened]. Enclosed are copies of relevant documents, including [list of documents you are including as evidence].

I kindly ask that you review my case and initiate the necessary procedures to correct this overpayment. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]