

Inquiry Regarding Tax Refund Due to Overpayment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Dear [Tax Authority Contact/Department],

I am writing to inquire about the status of my tax refund due to an overpayment of taxes for the tax year [insert tax year]. My records indicate that I overpaid my taxes and I would like to know the steps necessary to rectify this issue and receive my refund.

My details are as follows:

- Full Name: [Your Full Name]
- Taxpayer Identification Number: [Your TIN]
- Filing Status: [Your Filing Status]
- Overpayment Amount: [Specify Amount]

I kindly request any information regarding the timeline for the processing of this refund and any additional documentation needed from my side to expedite the process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]