

# Request for Accidental Overpayment Tax Refund

Date: [Insert Date]

To: [Name of Tax Authority]  
[Address of Tax Authority]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a refund for an accidental overpayment of my taxes for the year [Insert Tax Year]. My name is [Your Full Name], and my taxpayer identification number is [Your Tax ID or SSN].

It has come to my attention that I overpaid my taxes due to [briefly explain reason for overpayment, e.g., incorrect calculations, misreported income]. According to my records, I overpaid the amount of [Insert Amount].

I have attached copies of my tax returns, proof of payment, and any relevant documents to support my request. I kindly ask that you review my case and process my refund at your earliest convenience.

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

Sincerely,

[Your Full Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Phone Number]  
[Your Email Address]