

# Refund Submission Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Tax Authority Name]

[Tax Authority Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Request for Refund Due to Erroneous Tax Payment

I am writing to formally request a refund for an erroneous tax payment I made on [insert date of payment]. The payment was made in the amount of [insert amount], under the reference number [insert reference number or tax return number].

Upon review of my records, I discovered that the payment was made in error due to [briefly explain the reason for the erroneous payment]. I have attached the relevant documentation to support my claim, including [list any documents, such as payment receipts or tax returns].

According to [insert any relevant laws or guidelines], I believe I am entitled to a refund of this overpayment. I kindly request that you process my refund at your earliest convenience.

Thank you for your attention to this matter. Should you need any further information or clarification, please feel free to contact me at the phone number or email address listed above.

Sincerely,

[Your Name]