

Payroll Tax Refund Claim

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 or Specific Department],

I am writing to formally request a refund of payroll taxes for the tax period of [insert period]. As a self-employed individual, I believe I am eligible for a refund based on [specific reasons for claim, e.g., overpayment, deductions, etc.].

My details are as follows:

- Full Name: [Your Full Name]
- Social Security Number or Tax ID: [Your SSN or Tax ID]
- Business Name: [Your Business Name]
- Business Address: [Your Business Address]

Attached are the necessary documents to support my claim:

- [Document 1]
- [Document 2]
- [Document 3]

I appreciate your prompt attention to this matter and look forward to your response. Please do not hesitate to contact me at [Your Phone Number] or [Your Email] should you need any further information.

Thank you very much.

Sincerely,
[Your Name]