

Payroll Tax Refund Petition

Date: [Insert Date]

To Whom It May Concern,

Subject: Payroll Tax Refund Petition for Underpaid Employees

I am writing to formally request a review and refund of payroll taxes for the following underpaid employees of [Company Name]. We have conducted a thorough audit and have identified discrepancies in the payroll tax contributions that were made.

Employee Details:

- Name: [Employee Name 1]
- Employee ID: [Employee ID 1]
- Amount Overpaid: [Amount]
- Name: [Employee Name 2]
- Employee ID: [Employee ID 2]
- Amount Overpaid: [Amount]

We understand the significance of timely and accurate payroll tax payments, and we regret any oversight that has occurred. We are committed to rectifying this issue and ensuring compliance with all regulations moving forward.

Please find attached the relevant documentation and calculations that support our request for a payroll tax refund.

Thank you for your attention to this matter. We look forward to your prompt response and resolution of our request.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]