

Payroll Tax Refund Request

Date: [Insert date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to formally request a refund for overpaid payroll taxes for the tax year [insert year].
My details are as follows:

Full Name: [Your Name]

Social Security Number: [Your SSN]

Employer Name: [Employer's Name]

Employer Identification Number (EIN): [Employer's EIN]

After reviewing my paystubs and tax documents, I have determined that I overpaid on my payroll taxes due to [briefly explain reason, e.g., incorrect withholding, misclassification, etc.]. The amount overpaid is [insert amount].

Please find attached copies of my paystubs and tax returns for your reference.

I kindly request that the appropriate steps be taken to process my refund. If you need any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]