

Request for Payroll Tax Refund

Date: [Insert Date]

To: [Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Dear [Tax Authority Contact Name],

We, [Partnership Name], are writing to formally request a refund for overpaid payroll taxes for the tax year [Insert Year]. As a partnership, we have reviewed our payroll tax filings and determined that an error has occurred resulting in an overpayment of payroll taxes totaling [Insert Amount].

Details of our partnership are as follows:

- Partnership Name: [Partnership Name]
- Employer Identification Number (EIN): [Insert EIN]
- Business Address: [Insert Business Address]

The overpayment occurred due to [brief explanation of the reason for overpayment, e.g., miscalculation, incorrect reporting]. Attached are copies of our payroll tax returns, calculations, and any relevant documentation to support our request.

We kindly ask that you process this refund at your earliest convenience. If you require any additional information or documentation, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]

[Your Title]

[Partnership Name]

[Contact Information]