

Letter of Payroll Tax Refund Submission

Date: [Insert Date]

[Your Organization's Name]

[Your Organization's Address]

[City, State, Zip Code]

Email: [Your Email Address]

Phone: [Your Phone Number]

To:

[Tax Authority's Name]

[Tax Authority's Address]

[City, State, Zip Code]

Subject: Request for Payroll Tax Refund

Dear [Tax Authority's Contact Name],

We, [Your Organization's Name], are a non-profit organization dedicated to [brief description of your mission]. We are writing to formally request a refund of payroll taxes paid in error for the tax period of [insert tax period].

Due to [explain the reason for the error, e.g., miscalculation, change in eligible status], we have overpaid our payroll tax obligations. We have attached all relevant documents for your review, including:

- Copies of payroll tax returns for the specified period
- Proof of payment for the payroll taxes
- [Any additional documentation]

We kindly ask for your guidance in processing this refund. Should you require any further 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]

[Your Organization's Name]