

Erroneous Tax Payment Refund Claim

Date:

To:
The Revenue Officer
[Tax Office Name]
[Tax Office Address]

Subject: Request for Refund of Erroneous Tax Payment

Dear Sir/Madam,

I am writing to formally request a refund for an erroneous tax payment made on with the following details:

Taxpayer Name:	<input type="text"/>
TIN:	<input type="text"/>
Type of Tax:	<input type="text"/>
Amount Paid:	<input type="text"/>
Payment Reference Number:	<input type="text"/>

The payment was made in error due to . I kindly request the refund of the aforementioned amount as per relevant tax regulations.

Attached are supporting documents for your reference.

Thank you for your prompt attention to this matter.

Sincerely,

(Signature over printed name)

(Contact Information)