To,

[Name of Recipient]

[Designation of Recipient]

[Address]

Date:

**Subject: Claim Letter for Tax Refund**

Dear Sir/Madam,

As on [mention date], the business entity by the name of [name of business] has ceased to operate as a business and it has overpaid its [mention tax type i.e., provisional or income tax, etc.] tax for the year [mention year].

As such we are seeking a tax refund for the amount of [mention tax refund amount]. I hope you will take this matter into consideration and will be approving the said refund as soon as possible.

Latest accounts and tax filings are attached with this letter for your consideration.

Thanking you in anticipation.

Yours Truly,

[Sender Name]

[Sender Address]