

June 10, 2024

The Assessing Officer,
Income Tax Department,
[Office Address]
[City, State, ZIP Code]

From,
[Your Name]
[Your PAN or Tax ID]
[Your Address]
[City, State, ZIP Code]

Subject: Application for Refund of Excess Income Tax Paid for the Assessment Year 2023-24

Respected Sir/Madam,

I am writing to formally request a refund of excess income tax paid for the assessment year 2023-24. I have already filed my income tax return and the computation shows that I have paid more tax than was due as per my final assessment.

Details:

- Name: [Your Name]
- PAN: [Your PAN or Tax ID]
- Assessment Year: 2023-24
- Amount of Refund Claimed: ₹[Amount]

The excess payment occurred due to [brief reason, e.g., an error in advance tax calculation, double deduction, etc.]. I have attached copies of my income tax return, Form 16, relevant challans, and supporting documents for your reference.

I request you to kindly process my refund at the earliest. Please let me know if any further information is required from my end.

Thank you for your attention.

Yours sincerely,

[Your Signature]
[Your Name]
[Contact Details]
[Email Address]

Important Notes:

- Ensure that all details such as PAN, assessment year, and refund amount are accurate.
- Attach all supporting documents, including ITR acknowledgment and proof of excess tax paid.
- Mention the precise reason for the excess tax payment in the letter.
- Keep copies of all correspondence for your records.

- Submit the application to the correct jurisdictional Assessing Officer.