

June 25, 2024

**To:**

The Tax Officer  
[Name of Tax Office / Department]  
[Tax Office Address]

**Subject:** Application for Manual Tax Refund

**Dear Sir/Madam,**

I, **[Your Full Name]**, holding Tax Identification Number (TIN) **[Your TIN]**, residing at **[Your Full Address]**, would like to respectfully submit this application for a manual refund of my excess tax payment for the assessment year **[Year]**.

During the said assessment year, an excess amount of **[Amount]** was paid due to **[state the reason for excess payment, e.g. calculation error, employer over deduction, etc.]**. Details of the payments made are as follows:

- Date of Payment: [Date]
- Challan/Receipt Number: [Receipt Number]
- Amount Paid: [Amount]
- Assessment Year: [Year]

I have attached the following documents to support my application:

- Copy of PAN/TIN Card
- Proof of Payment (Challan/Receipt)
- Copy of filed tax returns
- Supporting calculation statements
- Any other relevant documents

I kindly request you to process my application for the refund of the excess tax paid. I would appreciate it if the refund could be processed at the earliest possible convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Full Name]  
[Your Contact Number]  
[Your Email Address]

**Important Notes:**

- Ensure all supporting documents are complete and legible.
- Double-check your contact and bank details for refund processing.
- This is a formal tax document; keep a copy for your records.
- Contact the tax office for guidance on submission timelines and required attachments.
- Follow up with the tax office if you do not receive acknowledgment or response within their standard processing timeframe.