

**An Example of what a cover letter to HMRC should contain.**

**Your Name**

**Return Address**

HM Inspector of Taxes

To Whom It May Concern:

Re: Tax Refund claim for **(insert your name and National Insurance number here)**

I would like to claim a refund of overpaid tax for the 2010/11 year. Please find enclosed the following forms to assist with my claim:

Form P91

P45 or P60

Please advise whether any further information is required. Please post any refund to the above Address, or to the following bank details:

Yours sincerely,