## 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,