

## Sample Letter to the Commissioner for Past Year Overpayment

To,  
The Commissioner  
Guwahati Municipal Corporation  
Dispur, Guwahati  
Pin-781005

Subject: Request for Refund of Overpaid Property Tax for Past Years

Sir,

I am writing to request a refund for the property tax overpaid for the past years on my property located at [Property Address] and holding number: XXXXXXXX.

Upon reviewing my payment records, I have discovered that I have paid more than the required amount of property tax for the years [mention the years]. Enclosed with this letter are copies of the relevant documents, including receipts and bank statements, as proof of the overpayment.

I kindly request you to review my case and process a refund for the overpaid amount. I would appreciate it if the refund could be credited directly to my bank account, the details of which are as follows:

- Account Holder's Name: [Your Name]
- Bank Name: [Your Bank's Name]
- Account Number: [Your Account Number]
- IFSC Code: [Your Bank's IFSC Code]
- PAN No:
- Amount paid over and above the actual amount to be paid :

With Regards

(Signature)

Owner Name:

Mobile No:

Email Id:

Location: