

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[IRS Address]
[City, State, ZIP Code]

Subject: Inquiry Regarding Refund Status - [Your Tax Year]

Dear [IRS Representative or "To Whom It May Concern"],
I hope this letter finds you well. I am writing to inquire about the status of my tax refund for the tax year [insert tax year].

My details are as follows:

- Name: [Your Name]
- Social Security Number: [XXX-XX-XXXX]
- Filing Status: [Single/Married/Head of Household]
- Tax Return Form Used: [1040, 1040A, etc.]
- Date Filed: [Filing Date]
- Refund Amount: \$[Refund Amount]

Despite adhering to the required guidelines and submission deadlines, I have yet to receive my refund. I would appreciate any updates regarding its status or additional information required to expedite the process. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]