

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Tax Authority's Name]
[Tax Authority's Address]
[City, State, Zip Code]

Subject: Request for Income Tax Refund

Dear [Tax Authority's Name or "Tax Department"],
I hope this letter finds you well. I am writing to formally request a
refund of my income tax for the tax year [Year].

My details are as follows:

- Full Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Tax Filing Status: [Your Filing Status, e.g., Single, Married]

I have attached copies of the relevant documents, including my tax
return, proof of payment, and any other supporting documents for your
reference.

I believe that I am entitled to a refund due to [brief explanation of why
you are requesting the refund].

I kindly request that you process my refund at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

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