

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

[Tax Authority Name]
[Tax Authority Address]
[City, State, Zip Code]

Subject: Inquiry Regarding Income Tax Status

Dear [Tax Authority Name or Specific Contact Person],
I hope this letter finds you well. I am writing to inquire about the current status of my income tax return for the tax year [specific year]. My details are as follows:

- Full Name: [Your Full Name]
- Social Security Number (or Tax Identification Number): [Your SSN or TIN]
- Filing Status: [e.g., Single, Married Filing Jointly, etc.]
- Submission Date of Tax Return: [Date you filed your return]

I would appreciate any updates regarding the processing of my return and if any further information is required from my side 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]