

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

Internal Revenue Service  
[Appropriate IRS Address]

Subject: Appeal of Tax Refund Denial - [Your Tax Year]

Dear Sir or Madam,

I am writing to formally appeal the denial of my tax refund for the tax year [insert tax year]. My Taxpayer Identification Number is [insert TIN/Social Security Number].

I received a notice dated [insert date of notice] stating that my refund for the amount of [insert refund amount] has been denied due to [briefly explain the reason given]. After reviewing my tax return and the accompanying documentation, I believe that the denial was made in error. [In this paragraph, provide detailed information or evidence supporting your case. Attach copies of any relevant documents such as W-2s, 1099s, or other forms that substantiate your claims.]

I respectfully request that you review my case and reconsider the denial of my refund. I would appreciate any assistance you could provide in resolving this matter as soon as possible.

Thank you for your attention to this appeal. I look forward to your prompt response.

Sincerely,

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