

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

Internal Revenue Service

[Address of the IRS Office where you send your request]
[City, State, Zip Code]

Subject: Request for IRS Refund Check

Dear Sir/Madam,

I hope this letter finds you well. I am writing to formally request the issuance of my IRS refund check for the tax year [year]. My details are as follows:

- Name: [Your Name]
- Social Security Number: [XXX-XX-XXXX]
- Tax Identification Number: [if applicable]
- Filing Status: [Single/Married/Head of Household]
- Refund Amount: \$[Amount]

I have filed my tax return for the year [year] on [date filed], and according to the IRS status check, my refund was approved. However, I have not yet received my refund check.

Please find attached copies of relevant documents, including my tax return and verification of my refund status.

I would appreciate your prompt attention to this matter and look forward to receiving my refund check soon.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]