

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

Internal Revenue Service
[Appropriate IRS Address]

Subject: Inquiry Regarding Tax Refund for Tax Year [Year]

Dear Sir or Madam,

I hope this letter finds you well. I am writing to inquire about the status of my tax refund for the tax year [Year]. My personal details are as follows:

- Name: [Your Full Name]
- Social Security Number: [XXX-XX-XXXX]
- Filing Status: [Single/Married Filing Jointly/Married Filing Separately/Head of Household]
- Form Used: [1040/1040A/1040EZ or other]
- Tax Year: [Year]

I filed my return on [date of filing], and according to the IRS website, my refund was supposed to be processed by [estimated processing date]. However, I have yet to receive my refund.

I would appreciate any information you can provide regarding the status of my refund. If there are any issues or additional information needed from my side, please let me know.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

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