

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

Internal Revenue Service  
[Specific IRS Address if available]  
[City, State, Zip Code]

Subject: Appeal for IRS Refund Request - [Your Social Security Number or Tax Identification Number]

Dear [Recipient's Name or "To Whom It May Concern"],

I am writing to formally appeal the denial of my refund request for the tax year [insert year]. My refund request was denied on [insert date of denial] as indicated in the letter I received (Reference Number: [insert reference number]).

[Briefly explain the reason you believe the denial was incorrect and provide relevant details or supporting evidence.]

To support my claim, I have attached the following documents:

1. [List any supporting documents, such as tax returns, W-2s, or additional correspondence.]
2. [Any other relevant documentation.]

I kindly request that you review my case and reconsider my refund application based on the information provided. Please feel free to contact me at [your phone number] or [your email address] if you require further information or clarification.

Thank you for your attention to this matter.

Sincerely,

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