

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

Internal Revenue Service
[Specific IRS Address]

Subject: Request for IRS Refund Status - [Your Social Security Number or
Taxpayer Identification Number]

Dear Sir/Madam,

I hope this letter finds you well. I am writing to inquire about the status of my IRS tax refund for the tax year [insert tax year]. My Social Security Number (or Taxpayer Identification Number) is [insert number]. I filed my tax return on [insert filing date] and have not yet received any information regarding my refund status. According to the IRS website, the usual processing time for refunds is [insert typical time frame], and I am concerned that my refund may be delayed.

Please let me know the current status of my refund and if there is any additional information you require from me to assist in this matter. I appreciate your attention to this request and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]