

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

Internal Revenue Service

[IRS Address]
[City, State, Zip Code]

Subject: Follow-Up on Tax Refund Status

Tax Year: [Year]

Social Security Number: [XXX-XX-XXXX]

Tax Return Filing Status: [Single/Married/Head of Household]

Dear IRS Representative,

I hope this letter finds you well. I am writing to follow up on the status of my tax refund for the tax year [Year], which I filed on [Filing Date]. My refund amount is [Refund Amount], and my E-file/Reference Number is [E-file Number or Reference Number].

As of today, I have not yet received my refund, and I would appreciate any updates you can provide regarding its status. If there are any issues or additional information needed from my side, please let me know, and I will promptly address them.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]