

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

Internal Revenue Service
[Appropriate IRS Address]
[City, State, ZIP Code]

Subject: Request for Update on Refund Status for Tax Year [Year]

Dear [IRS Representative/To Whom It May Concern],

I am writing to inquire about the status of my tax refund for the tax year [Year]. My details are as follows:

- Full Name: [Your Full Name]
- Social Security Number: [XXX-XX-XXXX]
- Tax Identification Number (if applicable): [Your TIN]
- Filing Status: [Single/Married/Head of Household, etc.]
- Refund Amount: [\$Amount]
- Date of Filing: [Date of Filing]
- Form Used: [Form 1040, etc.]

I filed my tax return on [Filing Date] and, as of today, I have not yet received my refund. I would appreciate any information you can provide regarding the status or any issues that may be causing the delay.

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

Sincerely,

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