

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

Internal Revenue Service

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

Subject: Inquiry Regarding Delayed Tax Refund - [Your Social Security Number or Tax Identification Number]

Dear Sir/Madam,

I hope this letter finds you well. I am writing to inquire about the status of my tax refund for the tax year [insert year]. My records indicate that my return was filed on [insert date of filing], and according to your guidelines, I should have received my refund by now.

Refund Amount: \$[insert amount]

Filing Status: [insert filing status, e.g., Single, Married Filing Jointly]

Tax Year: [insert year]

Despite waiting patiently, I have not yet received my refund, and I would greatly appreciate any updates you can provide regarding its status. Additionally, if there are any issues or further information required on my part, please let me know.

Thank you very much for your assistance in this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]

[Your Social Security Number or Tax Identification Number]