

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

Internal Revenue Service

[Address of the specific IRS office handling your case]  
[City, State, Zip Code]

Subject: Dispute of Refund Amount for Tax Year [Year]

Your Social Security Number: [XXX-XX-XXXX]

IRS Case Number: [Case Number if applicable]

Dear [IRS Agent's Name or "Sir/Madam"],

I am writing to formally dispute the refund amount that I received for the tax year [Year]. According to my records, I believe that the refund should be [insert correct amount] instead of the amount issued, which was [insert incorrect amount].

I have included the following documentation to support my claim:

1. A copy of my tax return for the year [Year].
2. Relevant schedules and forms that were submitted with my return.
3. Any additional documentation that reflects my calculations and eligibility for the credit or deduction in question.

I kindly request a review of my case to address this discrepancy. I would appreciate your cooperation in resolving this matter as soon as possible. Thank you for your attention to this issue. I look forward to your prompt response.

Sincerely,

[Your Name]