

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

Internal Revenue Service
[IRS Address]
[City, State, Zip Code]

Subject: Request for Refund Processing

Dear IRS Representative,

I hope this letter finds you well. I am writing to formally request the processing of my tax refund for the tax year [insert tax year]. My details are as follows:

- Full Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Tax Form Filed: [e.g., Form 1040]
- Filing Status: [e.g., Single, Married Filing Jointly]
- Refund Amount: [\$Amount]

I submitted my tax return on [insert date of submission] and have not yet received my refund. According to the current processing timeline, I understand there may be delays; however, I kindly request an update on the status of my refund.

Attached to this letter are copies of my tax return, any relevant notices, and supporting documentation for your review.

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]