

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

Internal Revenue Service  
[Office Address or P.O. Box]  
[City, State, Zip Code]  
Subject: Request for Refund Investigation

Dear Sir/Madam,

I hope this letter finds you well. I am writing to formally request an investigation into the status of my tax refund for the tax year [insert tax year]. My filing status was [single/married/etc.], and my Social Security Number is [XXX-XX-XXXX].

Despite having submitted my tax return on [insert date], I have yet to receive my refund, which was expected to be [insert amount]. I have checked the IRS website and used the "Where's My Refund?" tool, but there have been no updates regarding my refund status.

I kindly ask that you initiate an investigation into this matter at your earliest convenience. Attached to this letter are copies of relevant documents, including my tax return and any correspondence received from the IRS.

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]