

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

Internal Revenue Service

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

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

Dear Sir or Madam,

I hope this message finds you well. I am writing to inquire about the status of my tax refund for the tax year [tax year]. I filed my tax return on [date of filing] and according to my records, my expected refund amount is [refund amount].

As of today, I have not yet received my refund, and I would appreciate any information you can provide regarding its status. If there are any issues or additional information needed on my part, please let me know how I can assist in resolving any delays.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]