

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

Internal Revenue Service

[Address of the appropriate IRS office]

Subject: Request for Correction of IRS Refund

Dear IRS Representative,

I am writing to request a correction regarding my recent tax refund for the tax year [insert tax year]. My name is [Your Name], and my Social Security Number (SSN) is [Your SSN].

I recently received a refund of [\$ amount], but I believe there has been an error in the processing of my refund. After reviewing my tax return and related documents, I believe the correct refund amount should be [\$ correct amount].

The details for my tax return are as follows:

- Filing Status: [Single/Married Filing Jointly/Head of Household]
- Tax Form Used: [1040/1040A/1040EZ]
- Refund Amount Received: [\$ amount]
- Correct Refund Amount: [\$ correct amount]

Attached are copies of relevant documents, including my tax return and any supporting documentation to assist you in resolving this matter.

I appreciate your attention to this request and look forward to your prompt response. Please feel free to contact me at the phone number or email address provided above if you need any further information.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]