

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

Internal Revenue Service

[Address of the specific IRS office or department]  
[City, State, Zip Code]

Subject: Request for Tax Refund

Dear Sir/Madam,

I am writing to formally request a refund for my federal tax overpayment for the tax year [insert tax year]. My information is as follows:

- Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Tax Return Filing Status: [Single/Married Filing Joint/Etc.]
- Filing Date: [Date you filed your tax return]
- Amount Overpaid: \$[Amount of overpayment]

Attached to this letter are copies of my tax return and any supporting documents necessary for processing my request.

Please let me know if you require any additional information or documentation. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]