

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

Internal Revenue Service
[Appropriate IRS Address]

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

Dear Sir or Madam,

I am writing to inquire about the status of my tax refund for the year [Tax Year]. My records indicate that I filed my tax return on [Filing Date], and according to your timeline, I expected to receive my refund by [Expected Refund Date]. However, I have not yet received it.

Here are my details for your reference:

- Full Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Filing Status: [Single/Married, etc.]
- Refund Amount: [Refund Amount]

I would appreciate any information you can provide regarding the status of my refund and any necessary steps I may need to take.

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]