

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

Kentucky Department of Revenue
P.O. Box 491
Frankfort, KY 40602-0491

Subject: Request for State Tax Refund

Dear Kentucky Department of Revenue,

I am writing to formally request a refund for the overpayment of my state income taxes for the tax year [insert tax year]. My details are as follows:

- Name: [Your Full Name]
- Social Security Number: [Your SSN or Tax ID]
- Filing Status: [Single/Married/Head of Household]
- Tax Form Filed: [Form 740/740-S]
- Amount Overpaid: \$[Amount]

I have attached copies of my tax return, W-2s, and any relevant documentation that supports my refund request.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information or clarification regarding this matter.

Thank you for your attention to my request. I look forward to your prompt response.

Sincerely,

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