

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Department of Revenue]
[Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Request for Kentucky State Tax Refund

I hope this letter finds you well. I am writing to formally request a refund for my Kentucky state tax overpayment for the tax year [Year].

My details are as follows:

- Full Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Filing Status: [Single/Married/etc.]
- Tax Year in Question: [Year]
- Amount Overpaid: [\$Amount]

I have attached copies of the necessary documents, including my tax return, proof of payment, and any other relevant information pertaining to this refund request.

I kindly ask for your prompt attention to this matter and look forward to your response. Should you require any additional information, please feel free to contact me at the phone number or email address provided above.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]