

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

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

Subject: Request for State Income Tax Refund

Dear Kentucky Department of Revenue,
I hope this letter finds you well. I am writing to formally request a review of my state income tax refund for the tax year [insert year].

My details are as follows:

- Taxpayer Name: [Your Name]
- Social Security Number: [Your SSN]
- Filing Status: [Single/Married filing jointly/Head of household]
- Tax Year: [Year]
- Refund Amount: [Amount]

I filed my Kentucky state income tax return on [insert filing date] and experienced [briefly explain the reason for your refund request, e.g., delayed processing, overpayment].

Enclosed are copies of my tax return, W-2 forms, and [any additional relevant documentation].

I appreciate your attention to this matter and kindly request a prompt response regarding the status of my refund.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]