

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

Kentucky Department of Revenue
[Address of the Kentucky Department of Revenue]
[City, State, ZIP Code]

Subject: Claim for State Tax Refund

Dear Sir/Madam,

I am writing to formally request a refund of my state tax for the tax year [insert tax year]. My name is [Your Name], and my Social Security Number is [Your SSN]. I filed my tax return on [insert date of filing] and received confirmation of my submission.

Upon reviewing my tax return, I realized that I am owed a refund due to [brief explanation of the reason, e.g., overpayment, tax credits not applied, etc.]. My Kentucky tax return (Form 740/740-E) was filed under the following details:

- Tax Year: [insert tax year]
- Filing Status: [insert filing status, e.g., Single, Married Filing Jointly]
- Total Tax Paid: [insert amount]
- Refund Amount Claimed: [insert refund amount]

Attached to this letter are copies of relevant documents including my tax return, W-2s, and any other supporting documents necessary for processing my claim.

Please let me know if you require any further information or documentation to facilitate the processing of my refund. 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]