

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

Kentucky Department of Revenue
200 Fair Oaks Lane
Frankfort, KY 40601

Subject: Explanation of Kentucky State Tax Refund

Dear Kentucky Department of Revenue,
I hope this letter finds you well. I am writing to provide clarification regarding my state tax refund for the tax year [Insert Year], which I recently received.

My name is [Your Full Name], and my Social Security Number is [Your SSN]. I filed my state tax return on [Insert Filing Date] and my refund amount was [Insert Refund Amount].

Upon reviewing my tax return, I have observed the following points that explain the calculated refund amount:

1. [Briefly explain the first reason for the refund, e.g., "I claimed deductions for education expenses."]
2. [Describe a second reason, e.g., "I qualified for a tax credit for renewable energy installation."]
3. [Mention any additional factors contributing to the refund, e.g., "I had excess withholding from my paycheck."]

I believe these factors accurately reflect my tax situation and justify the refund amount issued. I appreciate your attention to this matter, and if further information or documentation is required, please do not hesitate to contact me.

Thank you for your prompt attention to this inquiry.

Sincerely,

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