

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

Kentucky Department of Revenue
P.O. Box 181
Frankfort, KY 40602

Subject: Inquiry Regarding State Tax Refund

Dear Kentucky Department of Revenue,
I hope this letter finds you well. I am writing to inquire about the status of my Kentucky state tax refund for the tax year [insert tax year]. My details are as follows:

- Name: [Your Name]
- Social Security Number: [Your SSN]
- Tax Return Filing Date: [Date filed]
- Refund Amount: [Expected refund amount]
- Tracking Number (if applicable): [Your tracking number]

I submitted my tax return on [insert submission date], and I was expecting my refund to be processed by [insert expected date]. However, as of today, I have not received any notification or the refund itself. I kindly request any updates regarding the status of my refund. If additional information is required to assist with the processing, please let me know.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

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