

[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: Request for Kentucky State Tax Refund

Dear Sir/Madam,

I am writing to formally request a refund of my Kentucky state tax overpayment for the tax year [Year]. My details are as follows:

- Name: [Your Name]
- Social Security Number: [XXX-XX-XXXX]
- Tax Return Filing Status: [Single/Married/Head of Household]
- Tax Year: [Year]
- Refund Amount Requested: \$[Amount]

I have attached copies of my tax return and any relevant documents supporting my request for the refund. Please process this refund at your earliest convenience.

Thank you for your attention to this matter. If you need further information, please do not hesitate to contact me.

Sincerely,

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