

[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: Inquiry About State Tax Refund Status

Dear Kentucky Department of Revenue,

I am writing to inquire about the status of my state tax refund for the tax year [insert tax year]. My details are as follows:

- Full Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Filing Status: [Single/Married/etc.]
- Date Filed: [Date of filing]
- Refund Amount: [Amount]

I filed my return on [date filed] and would appreciate any updates on when I can expect to receive my refund.

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]