

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

Kentucky Department of Revenue

[Department Address]  
[City, State, Zip Code]

Subject: Request for Status of Tax Refund

Dear Sir/Madam,

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

- Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Filing Status: [Single/Married etc.]
- Date Filed: [Date you filed your tax return]
- Refund Amount: [Amount of refund expected]

I have not yet received my refund, and I would appreciate any information you can provide regarding its status.

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

Sincerely,  
[Your Name]