

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

Kentucky Department of Revenue  
[Address of the Kentucky Department of Revenue]  
[City, State, Zip Code]

Subject: Request for Assistance with Tax Refund

Dear Kentucky Department of Revenue,  
I hope this letter finds you well. I am writing to formally request assistance regarding the tax refund I am expecting for the tax year [insert tax year].

Despite submitting all required documentation and forms, I have not yet received my refund. My details are as follows:

- Full Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Tax Identification Number: [Your Tax ID]
- Filing Status: [Your Filing Status]

I have attached copies of my tax return and any correspondence related to my refund for your reference. I would appreciate it if you could provide me with an update on the status of my refund and any steps I may need to take to expedite the process.

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]