

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

[Recipient Name]
[Department of Revenue]
[Address]
[City, State, Zip Code]

Subject: Request for Adjustment of Kentucky State Tax Refund

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request an adjustment to my Kentucky state tax refund for the tax year [insert year].

My name is [Your Name], and my Social Security number is [Your SSN].

After reviewing my tax return (form [insert form number]) and the subsequent refund issued to me, I believe there has been an error in the calculation of my refund amount.

[Briefly explain the reason for your request, including any relevant details, such as changes to income, deductions that were not considered, or other discrepancies.]

I have attached all relevant documentation to support my request, including copies of my tax return, W-2 forms, and any other pertinent records. I would appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]