

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

Kentucky Department of Revenue

[Office Address]  
[City, State, ZIP Code]

Subject: Follow-Up on Kentucky Tax Refund Request

Dear [Tax Official's Name/Department],

I hope this letter finds you well. I am writing to follow up on my Kentucky tax refund request for the tax year [insert year], which was submitted on [insert submission date].

My details are as follows:

- Name: [Your Full Name]
- Social Security Number: [Last Four Digits]
- Tax Year: [Insert Year]
- Refund Amount: [Insert Amount]

I would appreciate any updates regarding the status of my refund, as it has been [insert duration since submission] since I submitted my request. If there are any additional documents or information needed to expedite the process, please let me know.

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]