

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

Kentucky Department of Revenue
P.O. Box 58
Frankfort, KY 40602

Subject: Request for Kentucky Tax Refund

Dear Sir/Madam,

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

My details are as follows:

- Full Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Address: [Your Address]
- Tax Filing Status: [Single/Married/Head of Household]
- Refund Amount Requested: [\$ Amount]

I have completed my tax return and submitted it on [insert submission date], but I have not yet received my refund. According to my records, I am entitled to a refund due to [brief explanation of why you believe you are owed a refund, e.g., overpayment, tax credits, etc.].

Enclosed are copies of my tax return and any supporting documents necessary to process this request.

Please let me know if you require any further information or documentation. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]