

****Kentucky State Tax Refund Documentation Template****

****[Your Name]****

****[Your Address]****

****[City, State, Zip Code]****

****[Email Address]****

****[Phone Number]****

****Date: [Insert Date]****

****Kentucky Department of Revenue****

****P.O. Box 491****

****Frankfort, KY 40602-0491****

****Subject: Request for Documentation Regarding State Tax Refund - [Tax Year]****

Dear Kentucky Department of Revenue,

I am writing to inquire about the status of my state tax refund for the tax year [insert tax year]. Below are the details associated with my tax return:

- ****Full Name:**** [Your Name]

- ****Social Security Number:**** [Last four digits only]

- ****Filing Status:**** [Single/Married Filing Joint/Married Filing Separate/Head of Household]

- ****Date of Filing:**** [Insert date you filed your tax return]

- ****Refund Amount Expected:**** \$[Insert expected refund amount]

I have attached the following documents to assist with my inquiry:

1. A copy of my filed tax return for the year [insert year]
2. Any correspondence received regarding my tax return or refund status
3. [Any additional relevant documentation]

Please let me know if further information is required to assist with my request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

****Attachments:****

1. Copy of Tax Return
2. Correspondence
3. [Additional Document, if any]