

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

Kentucky Department of Revenue

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

Subject: Request for Kentucky State Tax Refund

Dear Sir/Madam,

I am writing to formally request a refund for my overpayment of Kentucky state taxes for the year [Year]. My details are as follows:

- Full Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Tax Identification Number: [Your Tax ID]
- Filing Status: [Single/Married/Head of Household]

I filed my tax return for the year [Year] on [Date of Filing]. After reviewing my records, I have determined that I am entitled to a refund of [Amount] due to [brief explanation of the reason for overpayment, e.g., withheld taxes, deductions, etc.].

Enclosed with this letter are copies of my tax return, W-2 forms, and any additional documentation necessary to support my claim.

Please let me know if you require any further information or documentation to process my request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]