

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

Internal Revenue Service
[Appropriate IRS Address]
[City, State, Zip Code]

Subject: Inquiry Regarding IRS Refund Status - [Your SSN or Taxpayer ID]

Dear [IRS Representative/IRS Department],

I hope this letter finds you well. I am writing to inquire about the status of my tax refund for the tax year [insert tax year]. My records indicate that I filed my tax return on [insert date], and according to your online portal, my refund was expected to be processed by [insert expected date].

However, as of today, I have not yet received my refund. I would appreciate any updates you could provide regarding the processing status of my refund.

For your reference, my relevant details are as follows:

- Full Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Filing Status: [Single/Married/Head of Household]
- Tax Year: [insert tax year]
- Refund Amount: [insert refund amount if known]

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]