

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Tennessee Department of Revenue]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Assistance with Tennessee State Tax Refund

I hope this letter finds you well. I am writing to request assistance regarding my state tax refund for the tax year [insert tax year]. My details are as follows:

- Full Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Filing Status: [Your Filing Status]
- Refund Amount: [Expected Refund Amount]

I filed my tax return on [Date of Filing], and according to my records, it was accepted. However, I have not yet received my refund, and I am concerned about the status of my application.

I would appreciate your assistance in providing me with an update on my refund status. If additional information is required from my side, please do not hesitate to let me know.

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

Sincerely,
[Your Name]