

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Tennessee Department of Revenue]

[Address]

[City, State, Zip Code]

Subject: Confirmation of TN Tax Refund Eligibility

Dear [Recipient's Name or "Sir/Madam"],

I hope this letter finds you well. I am writing to confirm my eligibility for a tax refund for the tax year [insert year]. My details are as follows:

- Full Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Address: [Your Address]
- Tax Year: [Insert year]

I have completed my tax return and believe that I qualify for a refund based on [briefly explain reason for eligibility, e.g., overpayment, tax credits, etc.]. I have included all necessary documentation to support my claim.

Please let me know if any further information is required to process my request. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention.

Sincerely,

[Your Name]