

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

Subject: Request for Tennessee State Tax Refund

Dear [Recipient's Name/Tax Division],

I hope this letter finds you well. I am writing to formally request a refund for the overpayment of state taxes for the tax year [Tax Year].

My details are as follows:

- Name: [Your Name]
- Social Security Number: [Your SSN]
- Filing Status: [Single/Married, etc.]
- Tax Year: [Year]
- Amount Overpaid: [Amount]

I have enclosed copies of my tax return and any relevant documentation demonstrating the overpayment. Please review my request for a refund at your earliest convenience.

If you require any additional information or documentation, feel free to contact me at the phone number or email address provided above.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]