

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

[Recipient Name]
[Title/Organization]
[Tennessee Department of Revenue]
[Address]
[City, State, Zip Code]

Subject: Application for State Tax Refund

Dear [Recipient Name],

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

- Full Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Account Number: [Your Account Number]
- Tax Year: [Year]

I believe I am entitled to a refund due to [brief explanation of reason for refund, e.g., an overpayment, amendment, etc.]. Attached are the necessary documents to support my claim, including [list any attached documents, e.g., tax returns, payment receipts].

Please let me know if you need any additional information or documentation to process my request. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]