

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

Tennessee Department of Revenue
[Relevant Office/Department]
[Address]
[City, State, ZIP Code]

Subject: Request for Tennessee State Tax Refund Details

Dear [Recipient's Name or "To Whom It May Concern"],

I hope this message finds you well. I am writing to request information regarding the status of my Tennessee state 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]
- Filing Status: [Single/Married/Head of Household]
- Refund Amount: [If known, specify amount]
- Date of Filing: [Date you submitted your tax return]

I would appreciate any updates or additional information you can provide regarding my refund status. Please let me know if you require any further information from my side to assist in this matter.

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

Sincerely,
[Your Name]