

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

Tennessee Department of Revenue
[Address of the Department]
[City, State, Zip Code]

Subject: Request for Reconsideration of State Tax Refund

Dear [Recipient's Name or "To Whom It May Concern"],
I hope this letter finds you well. I am writing to formally request a reconsideration of my state tax refund for the tax year [insert year]. My name is [Your Full Name], and my Social Security Number is [Your SSN]. I filed my tax return on [Date of Filing], and I received a notice dated [Date of Notice] indicating that my refund request was denied due to [briefly state reason for denial].

I believe this decision was made in error due to [explain your reasons or provide evidence supporting your case]. I have attached all relevant documents, including [list any attached documents such as your tax return, W-2s, and supporting evidence].

I kindly ask that you review my case again and reconsider my eligibility for the refund. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]