

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Department/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name or "Tax Refund Processing Department"],
I hope this letter finds you well. I am writing to inquire about the status of my Tennessee state tax refund for the [tax year]. My refund application was submitted on [date of submission], and I would appreciate any updates regarding its processing.

My details are as follows:

- Name: [Your Full Name]
- Social Security Number: [Last four digits]
- Tax Year: [Tax Year]
- Filing Status: [Single/Married/Head of Household]

I understand that processing times can vary, but I would be grateful if you could provide an estimated timeline for the completion of my refund. If you require any additional information to assist in this matter, please do not hesitate to contact me.

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

Sincerely,

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