

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

Tennessee Department of Revenue  
P.O. Box 190634  
Nashville, TN 37219-0634

Subject: Inquiry Regarding TN Tax Refund  
Reference No: [Your Refund Reference Number]

Dear Sir/Madam,

I hope this message finds you well. I am writing to inquire about the status of my Tennessee tax refund for the tax year [Year]. My Social Security Number is [Last Four Digits of SSN], and my refund reference number is [Your Refund Reference Number].

I submitted my tax return on [Date of Submission] and I expected to receive my refund by [Expected Date]. However, as of today, [Current Date], I have not yet received my refund.

Could you please provide me with an update on my refund status? I would greatly appreciate any information you can provide regarding the processing timeline or any issues that may have arisen.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

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