

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

Tennessee Department of Revenue

[Office Address]
[City, State, Zip Code]

Subject: Request to Expedite Tax Refund for [Tax Year]

Dear [Tax Office/Specific Contact Name],

I hope this letter finds you well. I am writing to formally request the expedited processing of my state tax refund for the tax year [insert year]. My details are as follows:

- Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Tax Filing Status: [Single/Married, etc.]
- Refund Amount: [Specify Amount]
- Filing Date: [Date you filed your tax return]
- Refund Confirmation Number: [If available]

Due to [briefly explain your reason for needing an expedited refund, e.g., financial hardship, medical expenses, etc.], I kindly ask if you could prioritize the processing of my refund.

I would appreciate any assistance you can provide in expediting this matter. Should you need any further information or documentation, please feel free to contact me at [your phone number] or [your email address].

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]