

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

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

Subject: Request for Adjustment of State Tax Refund

Dear Sir/Madam,

I am writing to request an adjustment to my 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 on Tax Return: [Your Address on Tax Return]
- Tax Refund Amount: [Original Refund Amount]

I believe that my previous filing contains discrepancies that have resulted in an incorrect refund amount. The issues are as follows:

1. [Briefly describe the first issue]
2. [Briefly describe the second issue, if applicable]

Attached to this letter are the supporting documents:

- [List of attached documents]

I kindly request a review of my account and adjustment of my state tax refund accordingly. If further information is needed, please feel free to contact me at the provided phone number or email address.

Thank you for your attention to this matter.

Sincerely,

[Your Name]