

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

Tennessee Department of Revenue  
500 Deaderick Street  
Nashville, TN 37242

Subject: Request for State Income Tax Refund

Dear [Recipient's Name/Department],

I am writing to request a refund of my Tennessee state income tax for the tax year [tax year]. My details are as follows:

- Full Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Address: [Your Address]
- Tax Filing Status: [Single/Married Filing Jointly/Other]
- Refund Amount: [\$Amount]

I have enclosed copies of the following documents for your reference:

- [List any relevant documents, e.g., tax return, W-2 forms, correspondence]

Please let me know if you require any additional information to process my request. I appreciate your prompt attention to this matter and look forward to your response.

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]