

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

Tennessee Department of Revenue
[Department Address]
[City, State, ZIP Code]

Subject: Cancellation of State Tax Refund

Dear [Recipient's Name or "To Whom It May Concern"],

I am writing to formally request the cancellation of my state tax refund for the tax year [insert tax year] with the associated refund amount of [insert amount].

My details are as follows:

- Name: [Your Full Name]
- SSN: [Your Social Security Number]
- Tax Filing Status: [Your Filing Status]
- Refund Reference Number: [Insert Refund Number if available]

Due to [briefly state the reason for cancellation], I would like to withdraw my request for the refund.

Please confirm receipt of this letter and let me know if any further information is required.

Thank you for your assistance.

Sincerely,

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