

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

[Tennessee Department of Revenue]
[Address of the Department]
[City, State, Zip Code]

Subject: Clarification Request for State Tax Refund - [Your Social Security Number or Tax ID Number]

Dear [Recipient's Name or "Tax Refund Department"],

I hope this letter finds you well. I am writing to request clarification regarding my recent state tax refund for the tax year [insert tax year]. I filed my state income tax return on [date of filing] and received an unexpected amount as my refund, which was different from my initial calculations.

I would appreciate your assistance in explaining the following:

1. The factors that contributed to the difference in my refund amount.
2. Any deductions or adjustments that may have been applied that I was previously unaware of.
3. The status of my refund processing and the expected timeframe for any corrections.

My details are as follows:

- Full Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Filing Status: [Your Filing Status]
- Refund Amount Received: [Amount]
- Date of Refund: [Date]

Thank you for your attention to this matter. I look forward to your prompt response so I can resolve this issue.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]