

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

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

Subject: Follow-Up on State Tax Refund

Tax Year: [Year]

Social Security Number: [Last Four Digits]

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

I hope this letter finds you well. I am writing to request an update regarding my Tennessee state tax refund for the tax year [Year]. I submitted my return on [Submission Date], and according to my records, I was expecting my refund by [Expected Refund Date]. However, I have not yet received it.

My details are as follows:

- Name: [Your Name]
- Address: [Your Address]
- Social Security Number (last four digits): [Last Four Digits]
- Filing Status: [Your Filing Status]

If there are any issues or additional information needed to process my refund, please let me know at your earliest convenience. You can reach me at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]