

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

Tennessee Department of Revenue

[Department Address]
[City, State, Zip Code]

Subject: Request for State Income Tax Refund

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

I am writing to formally request a refund for my Tennessee state income tax for the tax year [Year]. Below are my details for your reference:

- Full Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Address: [Your Address]
- Filing Status: [Single/Married/Head of Household]
- Amount of Refund Requested: \$[Amount]

I have enclosed the necessary documentation, including my [mention any relevant forms, e.g., Form 40 or any other attachments]. My return was filed on [Filing Date], and I believe that due to [briefly explain reason, e.g., an overpayment or a deduction not applied], I am entitled to a refund.

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

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]