

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

Tennessee Department of Revenue  
Bankruptcy Division  
P.O. Box 190634  
Nashville, TN 37219-0634

Subject: State Tax Refund Notification

Dear [Recipient's Name or Department],

I hope this letter finds you well. I am writing to inquire about the status of my state tax refund for the tax year [Tax Year]. My details are as follows:

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

I submitted my tax return on [Submission Date] and received confirmation that it was processed on [Processing Date]. However, I have not yet received the refund as of today, [Current Date].

Please provide an update on the status of my refund at your earliest convenience. If there are any issues or additional information needed, feel free to contact me at the above phone number or email address.

Thank you for your attention to this matter.

Sincerely,

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