

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

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

Subject: Appeal for Tax Refund - [Your Tax Year]

Dear [Recipient's Name or "Tax Appeal Officer"],

I hope this letter finds you well. I am writing to formally appeal the decision regarding my tax refund for the year [tax year] under the reference number [reference number].

I believe my tax refund was denied due to [briefly state the reason provided for the denial]. However, I respectfully disagree with this decision and would like to present my case for reconsideration.

[Explain your situation in detail, including any relevant facts, figures, or documentation that supports your appeal. Attach copies of all relevant documents, if necessary.]

I kindly ask that you review my appeal and the accompanying documents. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your time and consideration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]