

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

Tennessee Department of Revenue
500 Deaderick Street
Nashville, TN 37242

Subject: Inquiry Regarding TN Tax Refund Status

Dear Sir/Madam,

I am writing to inquire about the status of my Tennessee state tax refund for the tax year [Year]. My details are as follows:

- Full Name: [Your Full Name]
- Social Security Number: [Last Four Digits of SSN]
- Filing Status: [Single/Married/Head of Household]
- Date of Filing: [Date of Filing]
- Refund Amount: \$[Amount]

I submitted my tax return on [Filing Date], and it has been [Number of Weeks/Days] since I filed. According to the information available on your website, I was expecting to receive my refund by now.

Please provide me with an update regarding the status of my refund. If you require any additional information, feel free to contact me at the phone number or email address listed above.

Thank you for your assistance.

Sincerely,
[Your Name]