

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

West Virginia State Tax Department
P.O. Box 821
Charleston, WV 25323

Subject: Inquiry Regarding State Tax Refund

Dear Sir/Madam,

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

- Full Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Tax Identification Number (if applicable): [Your TIN]
- Date of Filing: [Date You Filed Your Tax Return]
- Confirmation Number (if applicable): [Your Confirmation Number]

I submitted my tax return on [date] and am eager to know the status of my refund. I would appreciate any updates or insights you could provide regarding this matter.

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

Sincerely,

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