

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

West Virginia State Tax Department
P.O. Box 3696
Charleston, WV 25336-3696

Subject: Request for Tax Refund Processing

Dear Sir/Madam,

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

- Full Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Tax Filing Status: [Single/Married/Head of Household]
- Date of Filing: [Date you filed your return]
- Refund Amount: [Amount of refund expected]

I have not yet received my refund and would like to confirm the current status. Please let me know if there are any additional documents or information required from my side to expedite the processing.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

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