

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

West Virginia State Tax Department  
P.O. Box 766  
Charleston, WV 25301

Subject: Inquiry Regarding Tax Refund Status

Dear West Virginia State Tax Department,

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

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

I filed my tax return on [insert date] and have yet to receive any updates regarding the status of my refund. I would appreciate if you could provide me with the current status or any additional information required to expedite the process.

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

Sincerely,

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