

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

West Virginia State Tax Department
PO Box 1825
Charleston, WV 25327

Subject: Follow-Up on Tax Refund - [Your SSN/Tax Year]

Dear [Tax Department/Specific Contact Name],

I hope this letter finds you well. I am writing to follow up on the status of my tax refund for the tax year [insert year]. My Social Security Number is [insert SSN], and I submitted my tax return on [insert date submitted].

Despite having waited for the standard processing timeframe, I have not yet received my refund. I would appreciate any updates regarding my refund status and if any additional information is required from my side to expedite the process.

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

Sincerely,

[Your Name]

[Your Signature if sending a hard copy]