

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

Internal Revenue Service  
[Appropriate IRS Address]

Subject: Request for Tax Refund

Tax Year: [Year]

Social Security Number: [Last Four Digits of SSN]

Dear Sir/Madam,

I am writing to formally request a review and issuance of my tax refund for the tax year [Year]. According to my records and the information provided in my tax return submitted on [Submission Date], I believe I am entitled to a refund of [Amount].

[Briefly explain the reason for your request, such as errors in previous calculations, missing refund, etc.]

Enclosed are copies of my tax return, W-2 forms, and any additional documentation supporting my claim.

Please let me know if you require any further information to process my request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]