

Tax Refund Follow-Up

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Dear [Tax Authority Contact Name or "Sir/Madam"],

I am writing to follow up on my tax refund claim for the tax year [Insert Year], which was previously denied. The claim was submitted on [Insert Submission Date], and I received a notice regarding the denial on [Insert Denial Date].

After reviewing the denial notice, I believe that my claim was inaccurately assessed due to [briefly explain your reason]. I have attached relevant documentation and evidence to support my case.

I appreciate your attention to this matter and kindly request a reconsideration of my claim. If possible, I would like to schedule a time to discuss this further.

Thank you for your prompt attention.

Sincerely,

[Your Name]