

Tax Refund Inquiry

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

[Tax Authority Name]
[Tax Authority Address]
[City, State, Zip Code]

Dear [Tax Authority Contact Name],

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

Full Name: [Your Full Name]
Social Security Number: [XXX-XX-XXXX]
Tax Identification Number: [Your TIN or EIN]

I submitted my tax return on [Submission Date], and I was informed that I would receive my refund within [Expected Time Frame]. However, as of today's date, [Current Date], I have yet to receive the refund.

I would appreciate any information regarding the status of my tax refund or any additional steps I need to take to expedite the process. Thank you for your assistance.

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