

# Subject: Inquiry Regarding Tax Refund Status

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Tax Official's Name or Tax Department],

I am writing to inquire about the status of my tax refund for the tax year [insert year]. My file/reference number is [insert reference number]. According to my records, I submitted my tax return on [insert submission date] and I was expecting to receive my refund by [insert expected date].

As of today, I have not yet received my refund, and I would like to get clarification on any issues that may have arisen during the processing of my return. I kindly request you to provide an update regarding the status of my refund and any additional information you may need 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]