

Tax Refund Explanation Letter

Date: [Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to inquire about the status of my tax refund for the tax year [Year]. My refund, which I filed on [Filing Date], has not yet been processed, and I would like to understand the reason for the hold-up.

My tax identification number is [Tax ID Number], and my Social Security number is [Last Four Digits of SSN]. I filed my return electronically and received confirmation of my submission.

I understand there may be various reasons for delays, and I appreciate your attention to this matter. If any additional information or documentation is required from my side, please let me know at your earliest convenience.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]