

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Internal Revenue Service

[IRS Address]

[City, State, Zip Code]

Dear Sir/Madam,

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

Name: [Your Name]

Social Security Number: [Your SSN or Tax ID]

Filing Status: [e.g., Single, Married Filing Jointly]

Refund Amount: [Amount]

I filed my tax return on [Filing Date] and would appreciate any updates regarding the status of my refund. If any additional information is needed, please let me know.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]