

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Subject: Request for Confirmation of Tax Refund Status

Dear [Tax Authority Name or Appropriate Contact],

I hope this message finds you well. I am writing to request a confirmation regarding the status of my tax refund for the tax year [insert year]. My details are as follows:

Full Name: [Your Full Name]

Tax Identification Number: [Your TIN/Social Security Number]

Filing Status: [Your Filing Status]

Refund Amount: [Claimed Refund Amount]

Filing Date: [Date Filed]

As of today, I have not yet received my refund, and I would appreciate any information you could provide regarding its status.

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

Sincerely,

[Your Name]