

Tax Refund Status Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to request an update on the status of my tax refund for the tax year [Insert Tax Year]. My details are as follows:

Taxpayer Identification Number: [Insert TIN]

Filing Status: [Insert Filing Status]

Refund Amount: [Insert Amount]

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

Sincerely,

[Your Name]