

Inquiry Regarding Tax Refund Status

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Tax Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Recipient Name],

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

- **Name:** [Your Name]
- **Social Security Number:** [Last four digits]
- **Filing Status:** [Single/Married/etc.]
- **Filing Date:** [Date of filing]

It has been [number of weeks/months] since I submitted my tax return, and I have not yet received any updates regarding my refund status. I would appreciate any information you can provide regarding the expected timeline for processing my refund.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]