

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Tax Office Name
Tax Office Address
City, State, Zip Code

Dear Sir/Madam,

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

Full Name: [Your Full Name]
Taxpayer Identification Number: [Your TIN/SSN]
Dividends Received: [Amount/Details]

I submitted my refund application on [submission date] and would like to know the progress of my request. If there are any additional documents required to expedite the process, please let me know.

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

Sincerely,
[Your Name]