

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

Ohio Department of Taxation
P.O. Box 182401
Columbus, OH 43218-2401

Subject: Request for Refund of State Taxes

Dear Ohio Department of Taxation,

I am writing to request a refund of state taxes for the tax year [insert year]. My tax identification number is [insert SSN or Employer ID], and I filed my tax return on [insert date of filing].

Upon reviewing my tax return, I realized that I [explain reason for refund request, e.g., overpaid, eligible for a credit, etc.]. Based on my calculations, I am entitled to a refund in the amount of [insert amount].

Enclosed are copies of my tax return, relevant documentation supporting my claim, and any additional forms required for this refund process.

I appreciate your attention to this matter and look forward to receiving my refund at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]