

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

Ohio Department of Taxation
P.O. Box 530
Columbus, OH 43216-0530

Subject: Request for Assistance with Tax Refund Issues

Dear Sir/Madam,

I hope this letter finds you well. I am writing to formally address an issue I have encountered regarding my Ohio state tax refund for the tax year [insert tax year].

My name is [Your Name], and my Social Security Number is [XXX-XX-XXXX]. I filed my tax return on [insert filing date] and expected to receive my refund by [insert expected refund date]. However, as of today, I have not received my refund or any correspondence regarding a delay.

I would appreciate your assistance in resolving this matter. Please find attached the necessary documents, including a copy of my tax return and any pertinent verification details.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]