

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

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

Subject: Request for Tax Refund Adjustment - [Your Tax Year]

Dear Ohio Department of Taxation,

I am writing to request an adjustment to my tax refund for the tax year
[insert tax year].

My details are as follows:

- Name: [Your Full Name]
- Social Security Number: [XXX-XX-XXXX]
- Tax Identification Number: [if applicable]
- Filing Status: [Single/Married Filing Jointly/Head of Household]

I believe my refund amount of [\$Amount] should be adjusted due to
[briefly explain reason, e.g., missed deductions, incorrect calculations,
etc.].

Attached are the necessary documents supporting my request, including
[list documents, e.g., tax return copy, W-2 forms, additional
documentation, etc.].

I respectfully ask for a review of my case and an adjustment to my
refund. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]