

[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 Documents for Ohio Tax Refund

Dear Ohio Department of Taxation,

I hope this letter finds you well. I am writing to request the necessary documents required to process my Ohio tax refund for the tax year [insert tax year].

My personal information is as follows:

- Full Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Filing Status: [Your Filing Status (e.g., Single, Married)]
- Refund Amount: [Expected Refund Amount]

Please let me know the specific documents you need from me, or if there are forms I should complete to expedite this process.

Thank you for your assistance. I look forward to your prompt reply.

Sincerely,

[Your Name]