

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

Ohio Department of Taxation
P.O. Box 182404
Columbus, OH 43218-2404

Subject: Inquiry Regarding Ohio State Tax Refund

Dear Ohio Department of Taxation,

I hope this letter finds you well. I am writing to inquire about the status of my Ohio state tax refund for the tax year [insert year]. My details are as follows:

- Name: [Your Full Name]
- Social Security Number: [Your SSN or Last Four Digits]
- Ohio Tax Identification Number: [If applicable]
- Date of Filing: [Date you filed your return]
- Refund Amount Expectation: [Expected Refund Amount]

I have not yet received my refund and would appreciate any information regarding its status. If any additional information or documentation is required to expedite this process, please let me know.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]