

[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: Inquiry Regarding Ohio Tax Refund Check

Dear Sir/Madam,

I hope this letter finds you well. I am writing to inquire about the status of my Ohio tax refund check for the tax year [Insert Tax Year].

My details are as follows:

- Name: [Your Full Name]
- Social Security Number: [Your SSN or Last Four Digits]
- Filing Status: [Single/Married/Head of Household]
- Date of Filing: [Date You Filed Your Taxes]
- Refund Amount: [\$ Amount]

Despite having filed my return on time and expecting a refund, I have not yet received my refund check. I would appreciate any information regarding the status of my refund.

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]