

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

Ohio Department of Taxation  
P.O. Box 529  
Columbus, OH 43216

Subject: Request for Clarification on Tax Refund

Dear Ohio Department of Taxation,

I am writing to request clarification regarding my recent tax refund for the tax year [insert tax year]. My name is [Your Name] and my Ohio tax identification number is [Your Tax ID Number].

I filed my tax return on [insert filing date], and I received my refund check/notification on [insert refund date]. However, I noticed an inconsistency regarding [describe the specific issue, e.g., "the refund amount" or "processing delay"].

I would greatly appreciate if you could provide me with more details about this matter. If you require any additional information from my end, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]