

[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: Dispute of Tax Refund Determination - [Your Tax Year]

Dear Taxpayer Services,

I am writing to formally dispute the determination regarding my tax refund for the tax year [insert tax year], as outlined in the correspondence I received on [insert date of correspondence].

My personal information is as follows:

- Social Security Number: [XXX-XX-XXXX]
- Tax Identification Number (if applicable): [XXXXXXXXXX]
- Filing Status: [Single/Married Filing Jointly/Head of Household]

The basis of my dispute involves [briefly describe the specific issue, e.g., income discrepancies, deductions not recognized, etc.]. I believe that my tax return was accurate based on the documentation I submitted. Enclosed are copies of [list any attached documents, such as tax returns, W-2s, correspondence, etc., that support your case].

I kindly request a review of my tax refund claim and a prompt resolution to this matter. Please feel free to contact me at [your phone number] or [your email address] if you need any further information or clarification.

Thank you for your attention to this dispute.

Sincerely,

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