

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

[Tax Department Address]
[City, State, ZIP Code]

Subject: Explanation for Ohio Tax Refund

Dear [Tax Department/Specific Person's Name],

I hope this letter finds you well. I am writing to provide clarification regarding my Ohio tax refund for the tax year [insert year].

My details are as follows:

- **Name:** [Your Name]
- **Social Security Number:** [Last four digits only]
- **Tax Identification Number (if applicable):** [Your TIN]
- **Refund Amount:** [\$Amount]

[Briefly explain the reason for the refund claim, any discrepancies, or additional information related to your tax return. Include any relevant details, such as changes in income, deductions, or credits that may have impacted your refund.]

Attached to this letter, you will find [list any documents you are including, such as copies of your tax return, W-2s, any correspondence, etc.].

I appreciate your prompt attention to this matter. Please do not hesitate to contact me at [your phone number] or [your email address] if you require any further information or documentation.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]