

[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 Tax Refund

Dear Ohio Department of Taxation,

I hope this letter finds you well. I am writing to inquire about the status of my tax refund 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]
- Tax Refund Amount: [Amount]
- Filing Status: [Single/Married]
- Date of Filing: [Filing Date]

I submitted my tax return on [insert date] and have yet to receive my refund. I would appreciate any updates or information regarding its status, as well as any additional steps I may need to take to expedite the process.

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]