

[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: Request for Tax Refund

Dear Ohio Department of Taxation,

I am writing to formally request a refund for my Ohio state tax overpayment for the tax year [insert year].

My details are as follows:

- Name: [Your Name]
- Social Security Number: [XXX-XX-XXXX]
- Tax Year: [insert year]
- Refund Amount Requested: \$[insert amount]

I have enclosed the necessary documentation, including a copy of my tax return, proof of payment, and any relevant forms.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Attachments: Tax Return, Proof of Payment, Relevant Forms]