

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

Ohio Department of Taxation  
P.O. Box 530  
Columbus, OH 43216-0530

Subject: Request for Tax Refund

Dear Ohio Department of Taxation,

I am writing to formally request a refund for overpaid state taxes for the tax year [insert tax year].

My details are as follows:

- Full Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Tax Identification Number: [Your Tax ID, if applicable]
- Filing Status: [Single/Married/Head of Household]

The reason for my refund request is [briefly explain reason, e.g., excess withholding, amended return, etc.]. I have enclosed the following documentation to support my request:

1. Copy of my completed tax return for the year [insert year]
2. Documentation of overpayment (W-2, 1099, etc.)
3. Any additional relevant documents

I kindly request that you process my refund at your earliest convenience.

Please feel free to contact me if you require any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]