

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

Ohio Department of Taxation
P.O. Box 182851
Columbus, OH 43218-2851

Subject: Request for Ohio Tax Refund

Dear [Tax Authority/Specific Contact Name],

I hope this letter finds you well. I am writing to formally request a refund for the overpayment of my Ohio state taxes for the tax year [insert tax year].

My details are as follows:

- Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Taxpayer ID: [Your Taxpayer ID, if applicable]
- Filing Status: [Single/Married/Head of Household]
- Amount Overpaid: [Specify Amount]

I have attached the necessary documentation, including [list any attached documents, e.g., tax return, refund request form, W-2 forms], to support my refund request.

I kindly ask that you process this request at your earliest convenience. Should you require any additional information or clarification, please do not hesitate to contact me at [your phone number] or [your email address].

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]