

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Department or Organization Name]
[Office Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Ohio Tax Refund

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

My personal details are as follows:

- Full Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Ohio Tax ID Number: [Your Tax ID Number]
- Filing Status: [Your Filing Status]

I have enclosed the relevant documentation, including my tax return, proof of payment, and any additional forms required for your review. I appreciate your prompt attention to this matter and look forward to your response. Please let me know if you require any further information. Thank you for your assistance.

Sincerely,
[Your Name]