

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

Ohio Department of Taxation
P.O. Box 182401
Columbus, OH 43218-2401

Subject: Inquiry Regarding Delayed Tax Refund

Dear Ohio Department of Taxation,

I hope this letter finds you well. I am writing to inquire about the status of my Ohio tax refund for the tax year [insert year], which was submitted on [insert date of submission]. According to my records, I was expecting my refund by [insert expected date], but as of today, [insert current date], I have yet to receive it.

Here are my details for your reference:

- Full Name: [Your Name]
- Social Security Number: [Your SSN]
- Filing Status: [e.g., Single, Married Filing Jointly]
- Tax Year: [insert year]
- Confirmation Number (if applicable): [insert number]

I would greatly appreciate any information you could provide regarding the status of my refund and the reason for the delay. If there are additional documents or information needed from my side, please let me know.

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]