

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

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

Subject: Request for Refund of Overpayment

Dear Tax Authority,

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

My details are as follows:

- Taxpayer Name: [Your Name]
- Social Security Number: [Your SSN or ITIN]
- Tax Year: [insert year]
- Filing Status: [Single/Married, etc.]

I have attached copies of my tax return and proof of payment for your review. After reviewing my records, I believe I have overpaid my taxes by [insert amount].

I kindly request that you process this refund at your earliest convenience. Please let me know if you require any additional information or documentation to assist with this request.

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

Sincerely,
[Your Name]