

[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 Status of Ohio Tax Refund

Dear Sir/Madam,

I am writing to inquire about the status of my Ohio state tax refund for the tax year [insert tax year]. My filing was submitted on [insert submission date] and my Social Security Number is [insert last four digits of SSN].

I would appreciate any updates regarding the processing of my refund. If you require any additional information to assist in this matter, please let me know.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]