

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

[Ohio Department of Taxation]  
[Office Address]  
[City, State, Zip Code]

Subject: Petition for Review of Tax Refund

Dear [Recipient's Name],

I am writing to formally request a review of my tax refund for the tax year [year]. My Ohio tax identification number is [Your Tax ID or Social Security Number].

I believe that my tax refund was wrongly calculated due to [briefly explain the reason for the review, e.g., misreported income, eligible deductions not considered, etc.].

The details of my situation are as follows:

- Tax Year: [year]
- Filing Status: [Single/Married Filing Jointly/Head of Household, etc.]
- Refund Amount Requested: [\$ Amount]
- Attach any relevant documentation such as W-2s, 1099s, and any correspondence regarding the refund.

I kindly request that you review my case and consider [what you want them to do, e.g., adjusting the refund amount, reconsidering the deduction].

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]