

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

West Virginia State Tax Department
Post Office Box 3784
Charleston, WV 25337-3784
Subject: Request for Tax Refund

Dear Sir/Madam,

I am writing to formally request a refund for overpaid taxes for the tax year [Insert Tax Year]. My details are as follows:

- Full Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Taxpayer Identification Number: [Your TIN, if applicable]
- Filing Status: [Single/Married/Head of Household]

After reviewing my tax return, I discovered an overpayment amounting to [Insert Amount]. I have attached supporting documents, including a copy of my tax return and any relevant payment receipts.

I would appreciate your prompt attention to this matter and kindly request that the refund be processed at your earliest convenience. Should you need any further information or documentation, please feel free to contact me.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]