

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

West Virginia State Tax Department
P.O. Box 766
Charleston, WV 25323-0766

Subject: Request for State Tax Refund

Dear [Tax Department/Specific Recipient Name],
I hope this letter finds you well. I am writing to formally request a refund of my state tax for the tax year [insert year]. My details are as follows:

- Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Tax Year: [Tax Year]
- Amount Requested: [\$ Amount]

I submitted my state tax return on [insert date of filing], and after reviewing my records, I have determined that I am entitled to a refund due to [briefly explain reason, e.g., overpayment, eligibility for credits, etc.].

I have attached all relevant documents, including a copy of my tax return, W-2 forms, and any supporting documentation for your review. Please let me know if you require any further information or clarification regarding my request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]