

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

West Virginia Department of Revenue

[Department Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I'm writing to request a refund for my West Virginia state tax for the year [tax year]. Unfortunately, I believe I overpaid my taxes due to [briefly explain reason, e.g., adjustments, errors].

My details are as follows:

- Full Name: [Your Full Name]
- Social Security Number: [Your SSN or last four digits]
- Tax Year: [Year]
- Amount overpaid: \$[Amount]

I have enclosed the necessary documents to support my request, including [list any enclosed documents, e.g., tax returns, receipts].

If you could please take the time to process this refund, I would greatly appreciate it. Thank you for your attention to this matter. If you have any questions or need further information, please feel free to reach out to me at [Your Phone Number] or [Your Email Address].

Looking forward to your response.

Warm regards,

[Your Name]