

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

West Virginia State Tax Department
P.O. Box 3784
Charleston, WV 25337-3784

Subject: Request for Tax Refund

Dear Tax Office,

I hope this letter finds you well. I am writing to formally request a refund of my overpaid state taxes for the tax year [insert tax year].

My personal information is as follows:

- Name: [Your Full Name]
- Social Security Number: [Your SSN or last four digits]
- Tax Return Filing Status: [Single/Married/Head of Household]
- Contact Information: [Your Phone Number/Email Address]

After reviewing my tax return, I discovered that I overpaid due to [brief explanation of reason, e.g., incorrect income reporting, eligibility for deductions, etc.]. According to my calculations, the amount due for refund is [\$Amount].

Please find enclosed copies of the relevant documents, including my tax return and any supporting documentation required for processing this request.

I kindly ask that you review my claim and issue the refund at your earliest convenience. If you require any further information or documentation, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

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