

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

West Virginia State Tax Department
1001 Lee Street East
Charleston, WV 25301

Subject: Request for Clarification on Tax Refund

Dear West Virginia State Tax Department,

I hope this message finds you well. I am writing to request clarification regarding my recent tax refund for the tax year [insert tax year].

I submitted my tax return on [insert submission date], and I received a refund of [insert refund amount] on [insert refund date]. However, I noticed some discrepancies that I would appreciate your assistance in clarifying.

Specifically, I would like to understand:

1. [Insert specific question or concern #1]
2. [Insert specific question or concern #2]
3. [Any additional questions or concerns]

For your reference, my tax identification number is [insert tax ID number] and my Social Security number is [insert last four digits].

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]