

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

West Virginia Department of Revenue
Taxpayer Services Division
P.O. Box 2990
Charleston, WV 25330

Subject: Claim for Tax Refund - [Your Social Security Number or Tax ID Number]

Dear Taxpayer Services Division,

I am writing to formally request a refund for overpaid state income taxes for the tax year [Year]. After reviewing my tax return, I have determined that I am entitled to a refund due to [briefly explain reason, e.g., overpayment, error in calculation, etc.].

Enclosed with this letter are the necessary documents, including a copy of my tax return, W-2 forms, and any additional documentation supporting my claim.

Please process my request at your earliest convenience. If you require further information or clarification, do not hesitate to contact me at the phone number or email address provided above.

Thank you for your attention to this matter.

Sincerely,

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