

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

West Virginia State Tax Department
Taxpayer Services Division
P.O. Box 1825
Charleston, WV 25327

Subject: Request for Adjustment of Tax Refund

Dear Sir/Madam,

I am writing to formally request an adjustment to my recent state tax refund for the tax year [Year]. My personal details are as follows:

- Name: [Your Name]
- Social Security Number: [Your SSN]
- Tax Year: [Year]
- Refund Amount: [Amount]
- Reference Number: [Your Tax Reference Number]

I believe that my refund amount requires adjustments due to [briefly explain the reason, e.g., an error in income reporting, deductions, or credits].

Enclosed please find pertinent documentation supporting my request, including [list any documents you are enclosing, such as tax return copies, additional schedules, etc.].

I appreciate your attention to this matter and look forward to your prompt response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any further information.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]