

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

West Virginia State Tax Department
P.O. Box 766
Charleston, WV 25323

Subject: Notification of Tax Refund Request

Dear West Virginia State Tax Authority,

I am writing to formally notify your office regarding my tax refund for the tax year [insert tax year].

Taxpayer Information:

- Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Address: [Your Address]
- Phone Number: [Your Phone Number]

Refund Details:

- Refund Amount: \$[amount]
- Tax Form Filed: [e.g., Form IT-140]
- Filing Status: [e.g., Single, Married Filing Jointly]

I have ensured that all information provided is accurate to the best of my ability. Please let me know if further information is required or any additional steps need to be taken to expedite the processing of my refund.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]