

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

West Virginia State Tax Department
P.O. Box 1825
Charleston, WV 25327-1825

Subject: Request for State Tax Refund

Dear [Tax Department or Specific Contact Name],
I hope this letter finds you well. I am writing to formally request a refund for my state income tax for the tax year [insert tax year]. My relevant details are as follows:

- Name: [Your Full Name]
- Social Security Number: [Last Four Digits of SSN]
- Filing Status: [Single/Married/Other]
- Tax ID Number: [Your State Tax ID Number, if applicable]
- Amount Requested: [Specify Amount]

I filed my state tax return on [insert filing date] and received confirmation of acceptance on [insert acceptance date]. Upon review of my tax documents, I realized that I overpaid my taxes due to [briefly explain reason, e.g., errors, deductions, etc.].

Attached are the necessary documents supporting my claim, including:

1. A copy of my tax return for the year [insert tax year].
2. Any relevant W-2 or 1099 forms.
3. [Any other documentation that supports your request]

I kindly request that you process this refund at your earliest convenience. If you require any additional information or documentation, please do not hesitate to contact me.

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

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