

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

West Virginia State Tax Department  
P.O. Box 3784  
Charleston, WV 25337

Subject: Application for Tax Refund

Dear Sir/Madam,

I am writing to formally request a refund for overpaid state taxes for the tax year [insert year]. My details are as follows:

- Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Taxpayer Identification Number (if applicable): [Your TIN]

I have attached copies of necessary documents, including:

1. A copy of my filed tax return for the year [insert year].
2. Proof of payment.
3. Any other supporting documentation.

Based on my calculations, I am due a refund of [insert amount].

Please process this application at your earliest convenience. If you need further information, feel free to contact me at the phone number or email provided above.

Thank you for your attention to this matter.

Sincerely,

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