

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

West Virginia Department of Revenue
Taxpayer Services Division
P.O. Box 1825
Charleston, WV 25327

Subject: Tax Refund Documentation Request

Dear Sir/Madam,

I am writing to request documentation regarding my tax refund for the tax year [insert year]. My details are as follows:

Full Name: [Your Name]

Social Security Number: [XXX-XX-XXXX]

Tax Return Filing Status: [e.g., Single, Married Filing Jointly]

Refund Amount: [Insert Amount]

Filing Date: [Insert Date of Filing]

Confirmation Number (if applicable): [Insert Number]

I would appreciate any information you can provide about the status of my refund and any documentation necessary to facilitate this process. Please let me know if any additional information is required.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]