

[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: Tax Refund Request

Dear West Virginia State Tax Department,

I hope this letter finds you well. I am writing to formally request a refund for my West Virginia state taxes for the year [Tax Year].

My details are as follows:

- Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Address: [Your Address]
- Filing status: [Single/Married/Other]
- Tax Form Submitted: [Type of form, e.g., WV/IT-140]
- Refund Amount Requested: \$[Amount]

I have enclosed copies of my tax return and any relevant documentation supporting my request.

Please process this request at your earliest convenience. Should you need any further information or documentation, feel free to contact me at the phone number or email address listed above.

Thank you for your attention to this matter.

Sincerely,

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