

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

West Virginia Division of Taxation  
P.O. Box 3784  
Charleston, WV 25337-3784  
Subject: Request for Copies of Tax Returns

Dear Sir/Madam,

I hope this letter finds you well. I am writing to formally request copies of my West Virginia state tax returns for the years [insert the specific years you need], as I am currently in the process of [explain briefly why you need the copies, e.g., preparing for an audit, applying for a loan].

My details are as follows:

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

I have attached a copy of my identification for verification purposes. Please let me know if there are any forms or fees required for processing this request.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

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