

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

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

Subject: Request for Tax Refund

Dear Sir/Madam,

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

My details are as follows:

- Full Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Filing Status: [Single/Married/Head of Household]
- Tax Year: [insert year]
- Amount Overpaid: [\$ Amount]

I have attached the necessary documentation, including copies of my tax return and any relevant forms that support my request for a refund.

I kindly ask you to process this request as soon as possible. If you require any further information, please do not hesitate 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]