

[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 Return Correction - [Your Tax Year]

Dear West Virginia State Tax Department,

I hope this letter finds you well. I am writing to request a correction to my tax return for the year [Tax Year]. My name is [Your Full Name], and my Social Security Number is [Your SSN].

Upon reviewing my return, I discovered discrepancies regarding [briefly explain the issue, e.g., income reporting, deductions, etc.]. The accurate information is as follows:

- [Detail 1]
- [Detail 2]
- [Detail 3]

I have enclosed the necessary documentation to support my request, including [list of documents, e.g., revised forms, receipts, statements]. I kindly request that you correct my tax return accordingly and inform me of any adjustments or additional actions needed on my part.

Thank you for your prompt attention to this matter. Please feel free to contact me at [your phone number] or [your email address] should you require any further information.

Sincerely,

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