

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

[Recipient Name]
[Recipient Title]
[West Virginia State Tax Department]
[Address]
[City, State, Zip Code]

Subject: Notification Regarding West Virginia Tax Return

Dear [Recipient Name],

I hope this letter finds you well. I am writing to notify you regarding my recent West Virginia tax return submitted on [Submission Date].

Tax Year: [Tax Year]

Social Security Number: [Your SSN]

Tax Return Reference Number: [Reference Number]

I would like to bring to your attention the following details/questions concerning my tax return:

- [Briefly explain any issues, discrepancies, or questions]

Please advise on how to proceed or if further information is required from my end. I appreciate your assistance in resolving this matter.

Thank you for your prompt attention to this notification.

Sincerely,

[Your Name]