

[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: Submission of West Virginia State Tax Return for [Tax Year]

Dear Sir/Madam,

I am writing to submit my state tax return for the tax year [Tax Year].
Please find the enclosed forms and documents pertaining to my tax filing.

Name: [Your Full Name]

Social Security Number: [Your SSN]

Address: [Your Address]

Filing Status: [Single/Married/Head of Household]

Enclosures:

1. Completed West Virginia Personal Income Tax Return (Form IT-140)
2. Copies of W-2 forms
3. Any additional supporting documents

If you require any further information or documentation, 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]