

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

West Virginia Division of Taxation  
P.O. Box 766  
Charleston, WV 25301

Subject: West Virginia State Tax Return Filing for [Tax Year]

Dear West Virginia Division of Taxation,

I am writing to submit my West Virginia state tax return for the year [Tax Year]. Please find enclosed my completed tax return form [Form Number] along with all required documentation, including W-2s and any relevant schedules.

My personal information is as follows:

- Full Name: [Your Name]
- Social Security Number: [Your SSN]
- Filing Status: [Single/Married/Head of Household]
- Address: [Your Address]

I have calculated my total income to be [Total Income Amount] and the total state tax liability as [Tax Liability Amount]. After accounting for any credits and payments made, the balance due/refund amount is [Balance Due/Refund Amount].

Please confirm receipt of my tax return and direct any correspondence to the contact details provided above.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]