

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

West Virginia State Tax Department  
P.O. Box 1825  
Charleston, WV 25327-1825

Subject: Inquiry Regarding State Tax Return for [Tax Year]

Dear Sir/Madam,

I hope this message finds you well. I am writing to inquire about the status of my West Virginia state tax return for the tax year [insert tax year]. My details are as follows:

- Name: [Your Name]
- Social Security Number: [Your SSN]
- Filing Status: [Single/Married/Head of Household]
- Date of Filing: [Date you filed return]

I would appreciate any updates regarding the processing of my return or any additional information that may be required to resolve any issues. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

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