

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

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

Dear [Recipient's Name or "Tax Department"],

I am writing to submit my state tax documents for the tax year [Year].

Attached to this letter, you will find the following documents:

- [Document 1 Description]
- [Document 2 Description]
- [Document 3 Description]

Please confirm receipt of these documents and let me know if you require any further information or additional documentation.

Thank you for your assistance.

Sincerely,

[Your Name]