

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

West Virginia State Tax Department
P.O. Box 1667
Charleston, WV 25326

Subject: West Virginia Tax Return for the Year [Tax Year] - [Your Tax ID/SSN]

Dear Sir/Madam,

I am writing to submit my tax return for the state of West Virginia for the tax year [Tax Year]. Please find enclosed the completed Form [Form Number, e.g., "WV/IT-140"], along with all required documentation.

Personal Information:

- Name: [Your Name]
- Tax Identification Number: [Your Tax ID/SSN]
- Address: [Your Address]

Income Details:

- Total Income: \$[Amount]
- Taxable Income: \$[Amount]

I have ensured that all information provided is accurate to the best of my knowledge. If there are any discrepancies or further information required, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

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