

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

West Virginia State Tax Department  
P.O. Box 2668  
Charleston, WV 25330

Subject: Personal Tax Return for [Tax Year]

Dear West Virginia State Tax Department,

I hope this letter finds you well. I am writing to submit my personal tax return for the tax year [Year]. Enclosed, please find the following documents:

1. Completed West Virginia Personal Income Tax Return Form (FORM)
2. Federal Tax Return (1040)
3. W-2 forms from my employers
4. 1099 forms (if applicable)
5. Any additional supporting documents

My Social Security Number is [Your SSN].

If you require any further information or documentation, please do not hesitate to contact me at the phone number or email address provided above. I appreciate your assistance in processing my tax return.

Thank you for your attention to this matter.

Sincerely,

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