

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

West Virginia State Tax Department
P.O. Box Dong Xi
Charleston, WV 25301

Subject: Appeal of State Tax Return Assessment for [Tax Year]

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

I am writing to formally appeal the assessment of my state tax return for the tax year [insert tax year]. My Social Security Number is [insert SSN], and my Taxpayer Identification Number is [insert TIN if applicable].

Upon reviewing the assessment notice dated [insert date], I believe there were errors in the calculations or the interpretation of my income and deductions. Specifically, [briefly outline the reason for your appeal, such as incorrect income reporting, disallowed deductions, etc.].

I have attached supporting documents, including [list any documents you are including, such as W-2s, 1099s, or other relevant paperwork], which substantiate my claims.

I respectfully request that you review my case and reconsider the assessment. I believe that, with the information provided, you will find that my tax obligations have been miscalculated.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]