

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

Ohio Department of Taxation  
P.O. Box 182401  
Columbus, OH 43218-2401  
Subject: Request for Ohio Tax Refund

Dear Sir/Madam,

I hope this letter finds you well. I am writing to formally request a refund for my Ohio state income tax for the tax year [Year].

My details are as follows:

- Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Filing Status: [Single/Married/Head of Household]
- Refund Amount: [\$Amount]

I have enclosed a copy of my tax return and any supporting documents required for this request. Please review my submission and process my refund at your earliest convenience.

Thank you for your assistance. If you require any additional information or documentation, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

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