

[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 am writing to formally request a refund for my Ohio state tax overpayment for the tax year [insert year]. My details are as follows:

- Name: [Your Name]
- Social Security Number: [Your SSN]
- Filing Status: [Single/Married/Head of Household]
- Tax Identification Number: [Your TIN, if applicable]

I believe I am eligible for a refund based on the following reasons:  
[Briefly explain the reason for the refund, e.g., overpayment, error, etc.]

Please find attached all necessary documentation to support my claim, including [list any attached documents, e.g., W-2s, prior tax returns, etc.].

I appreciate your prompt attention to this matter and look forward to your response.

Sincerely,

[Your Signature (if sending by mail)]  
[Your Printed Name]