

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

Ohio Department of Taxation  
P.O. Box 182404  
Columbus, OH 43218-2404

Subject: Request for Ohio Tax Refund

Dear Ohio Department of Taxation,

I hope this letter finds you well. I am writing to formally request a refund for my Ohio state income tax. Below are the details of my tax filing:

- Tax Year: [Tax Year]
- Social Security Number: [Your SSN]
- Tax Filing Status: [Single/Married Filing Jointly/Head of Household, etc.]
- Total Refund Amount Requested: \$[Amount]

I have enclosed copies of my tax return and any relevant documents to support my claim for a refund. If there are any issues or further documentation required, please do not hesitate to reach out to me at the contact information provided above.

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

Sincerely,

[Your Name]

[Enclosures: Tax Return, Supporting Documents]