

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

Ohio Department of Taxation
P.O. Box 530
Columbus, OH 43216

Subject: Tax Refund Claim for [Tax Year]

Dear Sir/Madam,

I am writing to formally request a refund for the overpayment of my Ohio state income tax for the tax year [insert tax year]. My tax identification number is [insert SSN or ITIN], and my filing status is [insert filing status].

Upon reviewing my tax return, I realized that I [briefly explain the reason for the refund claim, e.g., overpayment, eligibility for a credit, etc.]. As a result, I believe I am eligible for a refund of [insert amount] and have attached the necessary documentation to support my claim.

Please find enclosed copies of the following documents:

1. [List any relevant documents, e.g., tax return, W-2s, evidence of payment, etc.]
2. [Add any additional documents as necessary]

I kindly request that you process my refund claim and issue the appropriate refund at your earliest convenience. Should you require any further information or clarification regarding my claim, please do not hesitate to contact me at [insert phone number or email].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Social Security Number or Tax Identification Number]