

[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: Request for Ohio State Tax Refund

Dear Ohio Department of Taxation,

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

- Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Filing Status: [Single/Married Filing Jointly/Married Filing Separately/Head of Household]
- Tax Return Form Used: [Form 1040/Other]
- Amount Overpaid: [\$ Amount]
- Ohio Tax ID (if applicable): [Your Tax ID]

I have enclosed copies of my tax return, payment evidence, and any other relevant documents supporting my claim for a refund.

Please process my request at your earliest convenience. Should you require any further information or clarification, do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

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