

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

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

Subject: Appeal for Ohio Tax Refund Denial

Dear Sir/Madam,

I am writing to formally appeal the denial of my tax refund for the tax year [insert year]. My name is [Your Name], and my Social Security Number is [insert SSN].

I received a notice dated [insert date of notice] regarding the denial of my tax refund in the amount of [insert amount]. The reason provided for the denial was [insert reason given in the notice]. I believe this decision is incorrect, and I would like to provide additional information for your review.

[Explain your case here, including any relevant facts, documents, or misunderstandings that led to the denial. Attach copies of necessary documentation to support your claim.]

I respectfully request that you reconsider my claim for a tax refund. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

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