

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

Ohio Department of Taxation  
P.O. Box 2679  
Columbus, OH 43216

Subject: Inquiry Regarding Ohio Tax Refund

Dear Sir/Madam,

I hope this letter finds you well. I am writing to inquire about the status of my Ohio tax refund for the tax year [insert tax year]. My details are as follows:

- Full Name: [Your Full Name]
- Social Security Number: [Your SSN or Tax Identification Number]
- Filing Status: [Single/Married]
- Refund Amount: [Refund Amount]
- Date of Filing: [Date you filed your return]

I have not yet received my refund, and it has been [insert time period] since my return was accepted. I would appreciate any information regarding the status of my refund and any necessary steps I may need to take to resolve any issues.

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

Sincerely,

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