

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

Ohio Department of Taxation
P.O. Box inv4938
Columbus, OH 43240

Subject: Request for Ohio Tax Refund Documentation

Dear Ohio Department of Taxation,

I am writing to request documentation regarding my tax refund for the tax year [insert year]. My details are as follows:

- Full Name: [Your Full Name]
- Social Security Number: [Your SSN or last four digits]
- Tax Year: [Insert Tax Year]
- Filing Status: [Single/Married/Head of Household]
- Refund Amount Requested: [Insert Amount]

I have included copies of relevant documents, including my tax return and any correspondence related to my refund status. If you require any additional information or documentation, please do not hesitate to contact me at the phone number or email address provided above.

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]