

[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: Explanation of Ohio Tax Refund

Dear Ohio Department of Taxation,

I hope this letter finds you well. I am writing to provide an explanation regarding my recent tax refund for the tax year [insert tax year]. My Social Security Number is [insert SSN or last four digits].

Upon reviewing my tax return, I believe there may have been some discrepancies in the processing of my refund. Specifically, [briefly explain the issue or misunderstanding, e.g., additional deductions or credits that were not considered].

I have enclosed the following documentation to support my case:

1. [List any relevant documents, such as W-2 forms, 1099 forms, tax return copies]
2. [More documents if needed]

I kindly request that you review my account and the enclosed documentation. I appreciate your assistance in resolving this matter and ensuring my refund is processed accurately.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]