

[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: Follow-Up on Tax Refund Status

Dear Sir/Madam,

I hope this letter finds you well. I am writing to follow up regarding my tax refund for the tax year [insert year], which I filed on [insert filing date].

My details are as follows:

- Full Name: [Your Name]
- Social Security Number: [Your SSN]
- Filing Status: [Single/Married/Head of Household]
- Refund Amount: [Insert amount]

As of today's date, I have not yet received my refund, and I would appreciate any updates on its status. If there are any issues or further information required, please let me know how I can assist in expediting the process.

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

Sincerely,

[Your Signature (if mailing)]
[Your Printed Name]