

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

[Tax Authority Name]
[Tax Authority Address]
[City, State, Zip Code]

Subject: Ohio Tax Refund Request

Dear [Tax Authority Contact Name],

I am writing to formally request a review of my tax refund for the tax year [Year]. My details are as follows:

- Name: [Your Full Name]
- Social Security Number: [XXX-XX-XXXX]
- Tax Year: [Year]
- Filing Status: [Single/Married/Head of Household]
- Refund Amount: [\$Amount]

I filed my Ohio tax return on [Date of Filing] and received confirmation that it was processed. However, I have not yet received my refund. It has been [Number of Weeks/Months] since the processing date, and I would appreciate any assistance you can provide in expediting this matter. Please find attached a copy of my tax return and any relevant documentation regarding my refund status.

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

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]