

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

[Date]
[Ohio Department of Taxation]
[Address]
[City, State, Zip Code]

Subject: Notification of Tax Refund

Dear [Recipient's Name or "Taxpayer Services"],

I am writing to formally notify you of my pending tax refund for the tax year [Year]. My details are as follows:

- **Full Name:** [Your Full Name]
- **Social Security Number (last four digits):** [XXX-XX-XXXX]
- **Tax Return Filing Status:** [Single/Married filing jointly/Married filing separately/Head of household]
- **Refund Amount:** [\$Amount]

I filed my tax return on [Filing Date], and I would like to request an update regarding the status of my refund. If additional information is required to expedite the process, please do not hesitate to contact me at the provided phone number or email address.

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]