

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

Ohio Department of Taxation
P.O. Box 182401
Columbus, OH 43218-2401
Subject: Request for Ohio Tax Refund

Dear Tax Administrator,

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

- Full Name: [Your Name]
- Social Security Number: [Your SSN]
- Filing Status: [e.g., Single, Married Filing Jointly]
- Address: [Your Address]
- Tax Year: [Year]
- Amount of Refund Requested: \$[Amount]

I believe I am entitled to this refund due to [briefly explain reason for refund request, e.g., overpayment, tax credit eligibility, etc.].

Please find attached copies of the relevant documents, including my tax return and any supporting information.

I kindly request that you process my refund at your earliest convenience.

If you require any further information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Signature, if sending a hard copy]