

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

Ohio Department of Taxation
P.O. Box 182310
Columbus, OH 43218-2310

Subject: Request for Assistance with Ohio Tax Refund

Dear Ohio Taxation Support Team,

I hope this letter finds you well. I am writing to request assistance regarding my Ohio tax refund for the tax year [insert year].

My details are as follows:

- Full Name: [Your Full Name]
- Social Security Number: [XXX-XX-XXXX]
- Tax Year: [insert year]
- Filing Status: [e.g., Single, Married Filing Jointly]
- Refund Amount: \$[insert amount]

I filed my tax return on [insert date], and according to my records, the refund was supposed to be issued by [insert expected date]. However, I have yet to receive my refund. I have checked the status of my refund online at the Ohio Department of Taxation website, but I have not obtained any further information.

I kindly request your assistance in locating my refund status and ensuring that it is processed as quickly as possible. If there are any issues or additional information required from my side, please do not hesitate to contact me at the phone number or email provided above. 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]

[Your Title (if applicable)]