

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

Ohio Department of Taxation  
P.O. Box 182404  
Columbus, OH 43218-2404

Subject: Request for Status of Ohio Tax Refund

Dear [Recipient's Name or "To Whom It May Concern"],  
I hope this letter finds you well. I am writing to inquire about the status of my Ohio tax refund for the tax year [insert tax year]. My details are as follows:

- Full Name: [Your Full Name]
- Social Security Number: [Your SSN/Last Four Digits]
- Tax Filing Status: [e.g., Single, Married Filing Jointly]
- Date of Filing: [Date you filed your return]
- Refund Amount Expected: [\$ Amount]

I filed my tax return on [insert date], and according to the information available on the Ohio Department of Taxation website, my refund is still pending.

I would appreciate any updates you can provide regarding the status of my refund, and if there are any additional steps required from my side to expedite the process.

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]