

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

Ohio Department of Taxation
P.O. Box 530
Columbus, OH 43216
Subject: Request for Ohio Tax Refund

Dear Sir/Madam,

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

- Name: [Your Name]
- Social Security Number: [Your SSN]
- Tax Filing Status: [Single/Married/Head of Household]
- Ohio Tax Identification Number: [Your Ohio Tax ID]

I have enclosed copies of the relevant documentation, including my tax return and any supporting documents that validate my claim for a refund. I kindly ask that you review my request and process my refund at your earliest convenience. Should you need any additional information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]