

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

Ohio Department of Taxation  
P.O. Box 530  
Columbus, OH 43216-0530

Subject: Inquiry Regarding Tax Refund - [Your Tax Year]

Dear Ohio Department of Taxation,

I hope this letter finds you well. I am writing to inquire about the status of my tax refund for the tax year [insert year]. My details are as follows:

- Full Name: [Your Full Name]
- Social Security Number: [Last four digits of SSN]
- Tax Filing Status: [e.g., Single, Married Filing Jointly]
- Date of Filing: [Date you filed your tax return]

According to my records, I submitted my tax return on [Date] and have not yet received my refund. I would greatly appreciate any updates or information on the expected timeline for processing my refund.

Please let me know if you require any additional information or documentation to assist with my inquiry.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]