

[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 Ohio Department of Taxation,

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

- Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Address: [Your Address]
- Tax Year: [Insert Year]
- Filing Status: [Single/Married Filing Jointly/Etc.]

I completed my tax return and found that I overpaid my taxes by [insert amount]. I have attached all necessary documentation, including a copy of my tax return, W-2 forms, and any other relevant materials.

Please process my refund at your earliest convenience. If you require any more information, do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your assistance.

Sincerely,

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