

[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: Request for Unofficial Tax Refund Status

Dear Ohio Department of Taxation,

I am writing to inquire about the status of my tax refund for the year  
[Tax Year]. My details are as follows:

- Full Name: [Your Full Name]
- Social Security Number: [XXX-XX-XXXX] (last four digits)
- Filing Status: [Single/Married/Head of Household]
- Refund Amount: \$[Amount]
- Date Filed: [Date of Filing]

I would appreciate any updates regarding my refund status and any  
additional information you may need from my end.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]