

[Your Name]
[Your Title]
[Your Business Name]
[Business Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Recipient Organization]
[Recipient Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Submission of Business Tax Return for [Tax Year]

I hope this letter finds you well. I am writing to submit the completed business tax return for [Your Business Name] for the tax year ending [Date].

Enclosed are all necessary documentation and schedules as required by the Ohio Department of Taxation:

1. Completed Form IT 1040 and accompanying schedules
2. Profit and Loss Statement for the year
3. Balance Sheet as of [Date]
4. [Any other required documents]

Please let me know if you need any further information or if there are any issues with the submitted forms. I am looking forward to your confirmation of receipt and any further instructions if necessary.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]
[Your Business Name]