

[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: Letter of Explanation for Ohio Tax Return

Dear Tax Administrator,

I am writing to provide clarification regarding my Ohio tax return for the year [Tax Year]. My Ohio Tax ID is [Your Tax ID Number].

[Explain the reason for the letter. For example: "I received a notice indicating a discrepancy between the reported income and the information in your records. I would like to explain that..."]

[Provide details about the situation, including any relevant information or circumstances. For example: "Due to a clerical error, I mistakenly reported my total income as... In reality, my total income for the year was..."]

I have included supporting documents to assist in validating my explanation, including [list any documents, such as W-2s, 1099s, or other relevant paperwork].

I apologize for any confusion this may have caused and appreciate your understanding. If you need any further information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]