

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

Ohio Department of Taxation
P.O. Box 182404
Columbus, OH 43218-2404

Subject: Request for Adjustment of Ohio Tax Return

Dear Ohio Department of Taxation,

I am writing to request an adjustment for my Ohio tax return for the year [Tax Year]. My details are as follows:

- Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Tax Return Form: [Form Used, e.g., IT 1040]
- Filing Status: [Single/Married Filing Jointly/Etc.]
- Date Filed: [Original Filing Date]

The reason for this request is as follows:

[Briefly explain the reason for the adjustment, e.g., errors, missing information, etc.]

I have included the following documentation to support my request:

- [List of documents, e.g., corrected W-2s, 1099s, etc.]

Please let me know if you require any further information or documentation to process my request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Taxpayer Identification Number (if applicable)]