

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

Ohio Department of Taxation  
P.O. Box 2670  
Columbus, OH 43216-2670

Subject: Personal Tax Return for [Tax Year]

Dear [Tax Official's Name or "Tax Department"],

I am writing to submit my personal tax return for the tax year [insert year]. Please find enclosed the completed [Form Number] along with all necessary supporting documents.

Personal Information:

- Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Filing Status: [Single/Married Filing Jointly/Married Filing Separately/Head of Household]

I have included the following documents for your review:

1. [List any attached documents, such as W-2 forms, 1099 forms, etc.]
2. [Additional documents if necessary]

If there are any issues or further information required, please do not hesitate to contact me at the above phone number or email address.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]