

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

Ohio Department of Taxation
P.O. Box 182847
Columbus, OH 43218-2847

Subject: Ohio State Tax Return Submission for [Tax Year]

Dear Sir/Madam,

I am writing to submit my Ohio state tax return for the tax year [Tax Year]. Please find enclosed my completed [Form Number, e.g., IT 1040] along with all necessary documentation.

My details are as follows:

- Name: [Your Name]
- Social Security Number: [Your SSN or ITIN]
- Filing Status: [Your Filing Status, e.g., Single, Married Filing Jointly]
- Total Income: [Your Total Income]

If you require any additional information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address]. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]