

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

[Ohio Department of Taxation]
[Division/Office Name]
[Address]
[City, State, Zip Code]

Subject: Appeal of Ohio Tax Return Assessment - [Your Tax Year]

Dear [Tax Official's Name or "To Whom It May Concern"],

I am writing to formally appeal the assessment regarding my Ohio tax return for the tax year [insert year]. My Ohio tax identification number is [insert number], and my Social Security number is [insert number]. Upon reviewing the assessment notice dated [insert date of notice], I believe there has been a misunderstanding or error regarding [briefly explain the reason for your appeal, e.g., income, deductions, credits]. [In this paragraph, explain your case in detail. Include any relevant facts, figures, and documentation supporting your claim. Attach copies of any necessary documents.]

I kindly request a review of my case and a reconsideration of the assessment based on the information provided.

Thank you for your attention to this matter. I look forward to your prompt response. Please do not hesitate to contact me at [your phone number] or [your email address] should you require any further information.

Sincerely,

[Your Signature (if sending a physical letter)]
[Your Printed Name]
[Your Title (if applicable)]