

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

Ohio Department of Taxation  
P.O. Box 182221  
Columbus, OH 43218-2221

Subject: Response to Tax Return Audit - [Tax Year]

Dear [Auditor's Name or Department Name],

I am writing in response to the audit notice I received regarding my Ohio tax return for the tax year [insert year]. I appreciate the opportunity to clarify and provide any additional information needed for the audit process.

Enclosed, please find the following documents for your review:

1. [List any relevant documents, such as W-2s, 1099s, receipts, etc.]
2. [More documents if necessary]
3. [Any additional information or explanations]

I believe these documents will address the inquiries raised in your audit notice dated [insert date of the notice]. If you require further information or additional documentation, please do not hesitate to contact me at [your phone number] or [your email address].

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

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]  
[Your Social Security Number or Tax ID, if applicable]