

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

Ohio Department of Taxation
P.O. Box 2476
Columbus, OH 43216-2476

Subject: [Type of Tax Return or Inquiry]

Dear [Tax Official's Name/ Tax Department],

I am writing to submit my Ohio tax return for the year [Tax Year] or to address an inquiry regarding my tax return.

[In this paragraph, provide details about your tax return, including your filing status, any pertinent forms (e.g., IT 1040), and any additional information necessary for your case.]

If applicable, I have enclosed the following documents for your reference:

- [List of enclosed documents, e.g., W-2s, 1099s, schedules]

Thank you for your assistance. Should you need any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Social Security Number (last four digits only)]