

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

Ohio Department of Taxation  
P.O. Box 530  
Columbus, OH 43216

Subject: Ohio Tax Return Submission for [Tax Year]

Dear Ohio Department of Taxation,

I hope this letter finds you well. I am writing to submit my state tax return for the year [Tax Year]. Enclosed, please find my completed Ohio individual income tax return (form IT-1040) along with all necessary documentation, including [list any additional documents such as W-2s, 1099s, etc.].

My details are as follows:

- Name: [Your Full Name]
- SSN: [Your Social Security Number]
- Filing Status: [Your Filing Status - Single/Married, etc.]
- Total Income: [Your Total Income]
- Refund Due: [Refund Amount if applicable] / Balance Due: [Amount Owed if applicable]

I have ensured that all information is accurate to the best of my knowledge. If you require any further information or documentation, 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 Signature (if sending a hard copy)]  
[Your Printed Name]