

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

Ohio Department of Taxation
P.O. Box 1260
Columbus, OH 43216

Subject: Request for Clarification on Ohio Tax Return

Dear Ohio Department of Taxation,

I hope this letter finds you well. I am writing to request clarification regarding my Ohio tax return for the tax year [insert tax year]. My name is [Your Name], and my Social Security Number is [Your SSN or last four digits].

I have received [mention any correspondence received, e.g., a notice, letter] regarding my tax return, and I would like to clarify the following points:

1. [Specify the first point or issue you need clarification on.]
2. [Specify the second point or issue, if applicable.]
3. [Continue with any additional points as necessary.]

I have attached relevant documents, including [list any attachments, e.g., copies of previous correspondence, tax documents] for your reference. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]