

[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: Request for Tax Refund

Dear Sir/Madam,

I am writing to formally request a refund of my state income tax for the tax year [insert tax year]. My details are as follows:

- Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Ohio Income Tax Account Number: [Your Account Number]
- Filing Status: [Your Filing Status]

I completed my tax return and submitted it on [insert submission date].

According to my calculations, I am entitled to a refund of [\$ amount].

This refund is based on [briefly explain reason for refund, e.g., overpayment, credits, etc.].

I have enclosed copies of all relevant documents, including my tax return and any supporting documentation, for your review.

Thank you for your attention to this matter. I look forward to your prompt response and the issuance of my refund.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]