

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

[Recipient Name]
[Recipient Address]
[City, State, ZIP Code]

Subject: Tax Return Notification

Dear [Recipient Name],

I hope this letter finds you well. This is to inform you that the Ohio Department of Taxation has processed your tax return for the year [tax year]. Below are the important details regarding your return:

- ****Filing Status:**** [Your Filing Status]
- ****Total Income Reported:**** [\$ Amount]
- ****Tax Due/Refund Amount:**** [\$ Amount]
- ****Due Date for Payment:**** [Due Date]

Please ensure that any necessary payments are made by the due date to avoid penalties and interest. If you have questions regarding your return or need further assistance, do not hesitate to contact us at [Contact Number] or visit our website at [Website URL].

Thank you for your attention to this matter.

Sincerely,

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