

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

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

Subject: Inquiry Regarding Ohio Tax Return for [Tax Year]

Dear [Tax Professional/Department Name],

I hope this letter finds you well. I am writing to inquire about the status of my Ohio tax return for the tax year [Tax Year]. My personal details are as follows:

- Name: [Your Name]
- Social Security Number: [Your SSN]
- Address: [Your Address]
- Date of Birth: [Your Date of Birth]

I submitted my tax return on [Submission Date] and would like to confirm if it has been processed. Additionally, if there are any issues or further documentation needed from my end, please let me know at your earliest convenience.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,
[Your Name]