

Withholding Tax Rebate Inquiry Response

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

Thank you for your inquiry regarding the withholding tax rebate. We appreciate your reaching out and understand your concern regarding this matter.

After reviewing your account, we would like to inform you that your rebate application is currently being processed. Please allow [insert timeframe, e.g., 4-6 weeks] for completion. You will receive a detailed statement regarding the status of your rebate application at the conclusion of this period.

If you have any further questions or require additional assistance, please do not hesitate to contact us at [insert contact information].

Thank you for your patience and understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Contact Information]