

Withholding Tax Rebate Status Update

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to provide you with an update regarding your withholding tax rebate application submitted on [Insert Submission Date].

As of today, we have reviewed your application and would like to inform you that:

- **Status:** [Insert Current Status - e.g., "Approved", "Pending", "Under Review"]
- **Expected Processing Time:** [Insert Estimated Time for Completion]
- **Additional Information Required:** [List Any Additional Information Needed, if applicable]

We appreciate your patience during this process. Should you have any questions or require further assistance, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your continued cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company's Name]

[Your Company's Contact Information]