

# Important Notice: Delay in Tax Refund Processing

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of a delay in the processing of your tax refund for the tax year [Year].

Due to [reason for delay, e.g., increased volume of returns, additional verification required, etc.], your refund has been postponed. We are actively working to resolve this situation and expect to have your refund processed by [estimated date].

We understand that delays can be stressful, and we sincerely apologize for any inconvenience this may cause. Please rest assured that we are doing everything possible to expedite the process.

If you have any questions or require further assistance, please do not hesitate to contact us at [contact information]. Thank you for your understanding and patience.

Sincerely,  
[Your Name]  
[Your Position]  
[Company Name]  
[Company Contact Information]