

# Important Notice Regarding Your Tax Refund

Dear [Recipient's Name],

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

This delay may be due to [briefly explain reason - e.g., increased verification procedures or high volume of returns]. We understand that waiting for your refund can be inconvenient, and we are working hard to resolve this issue as quickly as possible.

Please be assured that your refund is a priority for us, and we appreciate your patience during this time. We expect to have your refund processed and sent to you by [expected date].

If you have any questions or need further information, please do not hesitate to contact our customer service team at [Customer Service Phone Number] or [Customer Service Email Address].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]

[Contact Information]