

Notification of Postponement of Tax Refund

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you that your tax refund originally scheduled for processing on [Original Date] has been postponed. This delay is due to [Reason for Postponement, e.g., additional verification requirements, system upgrades, etc.].

We understand that this may cause inconvenience, and we are working diligently to resolve the issue. Your refund is now expected to be processed by [New Expected Date].

If you have any questions or need further assistance, please do not hesitate to contact our office at [Contact Information].

Thank you for your understanding and patience during this time.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]