

Tax Refund Delay Advisory

Dear [Recipient's Name],

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

As per our records, your refund was expected to be processed by [Expected Date]. However, due to [Reason for Delay], there will be a delay in the issuance of your refund.

We understand that this may cause inconvenience, and we are actively working to resolve this issue as quickly as possible. Your tax refund is important to us, and we appreciate your patience during this time.

If you have any questions or require assistance, please do not hesitate to contact our customer service at [Contact Information].

Thank you for your understanding.

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