

Update on Your Pending Tax Refund

Dear [Recipient's Name],

We hope this message finds you well. We are writing to provide you with an update regarding your pending tax refund for the [tax year].

As of today, we are still in the process of reviewing your refund request. We understand that this may be an inconvenience, and we appreciate your patience as we work to resolve this matter.

The expected timeframe for completion is [insert estimated timeframe], and we will notify you immediately once your refund has been processed.

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 cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Contact Information]