

Intimation of Tax Refund Approval

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that your application for a tax refund has been approved. The details of your refund are as follows:

- **Refund Amount:** [Insert Refund Amount]
- **Tax Year:** [Insert Tax Year]
- **Reference Number:** [Insert Reference Number]

The refund will be processed and credited to your bank account within [Insert Time Frame].

If you have any questions regarding this refund approval, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Contact Information]