

# Notification of Approved Tax Refund

Date: [Insert Date]

To,  
[Taxpayer's Name]  
[Taxpayer's Address]  
[City, State, Zip Code]

Dear [Taxpayer's Name],

We are pleased to inform you that your tax refund for the fiscal year [Year] has been approved. The total amount of your refund is [Refund Amount].

Your refund will be processed and issued to you via [Payment Method (e.g., direct deposit, check)] within [Time Frame]. Please ensure that your account details are up to date to avoid any delays.

If you have any questions regarding your refund, please do not hesitate to contact us at [Contact Number] or [Email Address].

Thank you for your timely filing and compliance with the tax regulations.

Sincerely,  
[Your Name]  
[Your Title]  
[Tax Authority Name]