

# Tax Refund Approval Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Recipient's Name],

We are pleased to inform you that your tax refund for the tax year [Insert Year] has been successfully approved. Your refund amount is [Insert Amount].

The funds will be processed and delivered to you through your selected method of payment within [Insert Time Frame]. If you have opted for direct deposit, please allow up to [Insert Time Frame] for the refund to be credited to your account.

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

Thank you for your prompt tax filing and for being a valued taxpayer.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]