

Tax Refund Acknowledgment Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Acknowledgment of Tax Refund

Dear [Recipient Name],

I am writing to formally acknowledge the receipt of my tax refund for the tax year [Insert Year]. The amount refunded is [Insert Amount]. I appreciate the timely processing of my tax return by [Insert Tax Authority].

Please let me know if there are any further actions needed on my part regarding this matter. Thank you for your assistance.

Sincerely,

[Your Name]