

Tax Refund Clearance Notification

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 tax refund for the assessment year [Insert Year] has been successfully processed and is now cleared. The total refund amount of [Insert Amount] will be credited to your designated bank account within [Insert Timeframe].

Should you have any questions or require additional information, please do not hesitate to contact our office at [Insert Contact Information].

Thank you for your timely submission and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]