

# Tax Refund Status Update

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to provide you with an update on the status of your tax refund for the tax year [Insert Year].

Your tax return was submitted on [Insert Submission Date] and is currently being processed. We expect your refund to be issued by [Insert Expected Date]. You can track the status of your refund online using your unique reference number: [Insert Reference Number].

If you have any questions or need further assistance, please do not hesitate to contact our office at [Insert Contact Information].

Thank you for your patience.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Contact Information]