

Sales Tax Refund Notification

Date: [Insert Date]

[Contractor's Name]

[Contractor's Address]

[City, State, Zip Code]

Dear [Contractor's Name],

We are writing to inform you that your application for a sales tax refund has been processed successfully.

Details of the refund are as follows:

- Refund Amount: [Insert Amount]
- Invoice Number: [Insert Invoice Number]
- Transaction Date: [Insert Transaction Date]

The refund will be issued within [insert timeframe] from the date of this notification. Please ensure that your banking information is up to date to facilitate the refund process.

If you have any questions or require further assistance, please feel free to contact us at [Insert Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Company Name]

[Your Name]

[Your Position]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]