

Sales Tax Refund Notification

Date: [Insert Date]

[Recipient's Name]

[Title]

[Department/Agency Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you that your application for a sales tax refund has been processed successfully. The total amount of the refund is [Insert Refund Amount], which is related to the sales tax paid on [Insert Description of Goods/Services].

Your refund will be issued via [Insert Method of Refund, e.g., check, direct deposit] and should arrive within [Insert Time Frame]. Please ensure that the relevant account information is accurate to avoid any delays.

If you have any questions regarding this refund or require further assistance, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Agency/Department Name]

[Your Contact Information]