

Sales Tax Refund Notification

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to inform you that [Non-Profit Organization Name] is eligible for a sales tax refund. After reviewing your application and supporting documents, we have confirmed that the transactions conducted during the period of [Insert Time Period] qualify for a refund as per the state tax regulations for non-profit organizations.

Your approved refund amount is [Insert Refund Amount]. Please find enclosed the necessary documentation supporting this refund, including a summary of eligible purchases and the calculation of the refund amount.

The refund will be processed within [Insert Timeframe] and will be issued via [Insert Payment Method]. If you have any questions or need further assistance, feel free to contact us at [Insert Contact Information].

Thank you for your continued commitment to [Briefly State Organization's Mission or Purpose]. We appreciate your contribution to our community.

Sincerely,

[Your Name]

[Your Title]

[Your Organization Name]

[Your Organization Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]