

# Sales Tax Refund Notification

Date: [Insert Date]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Retail Store Name],

We are writing to inform you that a refund for the sales tax you collected during the [specify period] has been processed. This notice serves to confirm that your refund request has been reviewed and approved in accordance with applicable tax regulations.

Your refund amount is: \$[Insert Amount]

Refund Method: [Check/Direct Deposit/Credit to Account]

Please allow [insert processing time] for the refund to be processed and reflected in your account.

If you have any questions or require further information, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]