

Sales Tax Refund Notification

Date: [Insert Date]

To: [Service Provider's Name]

[Service Provider's Address]

Dear [Service Provider's Name],

We are writing to inform you that a review of your tax records has resulted in the determination of an eligible refund of sales tax collected on services provided to your clients.

Amount of Refund: \$[Insert Amount]

Refund Period: [Insert Period]

Enclosed with this letter are the necessary forms and documentation to facilitate your refund request. Please follow the instructions carefully to ensure prompt processing of your refund.

If you have any questions or require further assistance, feel free to contact our office at [Insert Contact Information]. We appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Organization Address]

[Organization Phone Number]