

Confirmation of Excise Tax Reclamation

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to confirm the reception of your request for excise tax reclamation submitted on [Insert Submission Date]. Our team has reviewed the documentation provided and we are currently processing your claim.

The details of your reclamation request are as follows:

- Reference Number: [Insert Reference Number]
- Amount Reclaimed: [Insert Amount]
- Date of Transaction: [Insert Transaction Date]

Please allow [Insert Time Frame] for the processing of your claim. Should you require any further information or assistance during this time, do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]