

# Excise Duty Refund Notice

**Date:** [Insert Date]

**From:**

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

**To:**

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

**Subject:** Excise Duty Refund Application

Dear [Recipient Name],

We are writing to formally request a refund of the excise duty paid on [describe the goods or services, including tax identification number, invoice number, and other relevant details]. We believe that we are eligible for a refund based on [provide reason for refund eligibility].

Attached are the following documents supporting our claim:

- Copy of the invoice
- Proof of payment of excise duty
- Relevant correspondence
- [Any other supporting documents]

We kindly request you to process our application at your earliest convenience. If you require any additional information or documentation, 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]