

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We would like to acknowledge the receipt of your application for the Excise Tax Allowance, submitted on [Insert Submission Date]. After a thorough review, we are pleased to inform you that your allowance has been approved.

Your approved allowance is effective from [Insert Start Date] and will continue until [Insert End Date]. Please ensure that all transactions related to this allowance are documented accordingly.

Should you have any questions or require further clarification, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]