

# Excise Tax Refund Notification

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Notification of Excise Tax Refund

Dear [Recipient Name],

We are pleased to inform you that your application for an excise tax refund has been processed. You are hereby notified of your eligible refund amount of [Insert Refund Amount].

The refund is related to the following details:

- Tax Period: [Insert Tax Period]
- Tax Identification Number: [Insert TIN]
- Description of Goods/Services: [Insert Description]

The refund will be issued via [Insert Payment Method] and should be received by you within [Insert Time Frame].

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

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]