

# Excise Tax Refund Process Update

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to provide you with an update regarding your excise tax refund application submitted on [Insert Submission Date].

Your application is currently under review, and we anticipate that the processing time will take an additional [Insert Estimated Time Frame] due to [Insert Reason, if applicable]. We appreciate your patience during this process.

If we require any further information or documentation, we will reach out to you via [Insert Communication Method]. We encourage you to ensure that all contact details provided are up-to-date.

Thank you for your understanding. Should you have any questions, please do not hesitate to contact us at [Insert Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Contact Information]