

Notification of Tax Refund Eligibility

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to inform you that you may be eligible for a tax refund for the tax year [Insert Year]. After reviewing your submitted tax return, it appears that you have overpaid your taxes and may be entitled to a refund.

Here are the details regarding your refund eligibility:

- Refund Amount: \$[Insert Amount]
- Tax Year: [Insert Year]
- Refund Processing Time: [Insert Timeframe]

To proceed with the refund process, please ensure that your banking information is up to date. If you have any questions or need further assistance, do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]