

Subject: Notification of Pending Tax Credit Application

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you that your tax credit application submitted on [Insert Submission Date] is currently pending. We are in the process of reviewing your application and will notify you of further updates as soon as possible.

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

Thank you for your patience and understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]