

Tax Refund Eligibility Reminder

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. As we approach the end of the tax season, we want to remind you about your eligibility for a tax refund.

Based on our records, you may qualify for a refund due to the following reasons:

- [Reason 1]
- [Reason 2]
- [Reason 3]

Please ensure that you have all necessary documentation ready for submission. If you have any questions or need assistance, feel free to contact our office.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]