

Important Notice: Tax Refund Collection Warning

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This is a formal notification regarding your pending tax refund. Our records indicate that your tax refund for the tax year [Insert Year] is currently under review due to discrepancies in your submission.

To avoid any delay or potential collection procedures, we urge you to address the following issues:

- [Issue 1: Description]
- [Issue 2: Description]
- [Issue 3: Description]

Please provide the necessary documentation by [Insert Deadline Date] to resolve these issues. Failure to address this matter may result in the suspension of your refund or further collection actions.

If you have any questions or require assistance, do not hesitate to contact us at [Insert Contact Number] or [Insert Email Address].

Thank you for your immediate attention to this urgent matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Contact Information]