

Tax Refund Recovery Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Subject: Tax Refund Recovery Notice

Dear [Tax Authority Contact Name],

I am writing to formally request a review of my tax refund and to seek recovery of the funds incorrectly withheld from my account. My details are as follows:

- Taxpayer ID: [Your Tax ID]
- Tax Year: [Year]
- Refund Amount: [Amount]

Despite an initial refund determination, it appears that my refund has not been processed due to [brief explanation of the situation]. I have attached supporting documents to expedite the resolution of this matter.

I would appreciate your prompt attention to this issue and a timely response regarding the recovery of my tax refund.

Thank you for your assistance.

Sincerely,

[Your Name]

[Signature (if sending hard copy)]