

# Tax Refund Withholding Warning

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you of a potential withholding of your tax refund due to the following reasons:

- [Reason 1: e.g., Outstanding federal debt]
- [Reason 2: e.g., Child support payments]
- [Reason 3: e.g., State tax obligations]

Your estimated refund amount is **#[Insert Amount]**. However, due to the above-mentioned issues, a portion or all of this amount may be withheld.

We encourage you to take this matter seriously and address the outlined issues at your earliest convenience to ensure the release of your tax refund.

If you have any questions or need assistance, please contact our office at [Insert Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Your Organization]