

VAT Refund Request Acknowledgment

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We hereby acknowledge the receipt of your VAT refund request submitted on [Insert Submission Date]. Your request has been logged under reference number [Insert Reference Number].

Our team will review your submission and ensure that all relevant documentation is in order. Please allow us [Insert Processing Time] to process your request. We will notify you via email or postal mail once a decision has been made or if any further information is required.

Thank you for your prompt attention to this matter. If you have any questions, please do not hesitate to contact us at [Insert Contact Information].

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]