

Confirmation of VAT Refund Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to confirm that we have received your VAT refund application submitted on [Insert Submission Date]. Your application is currently under review, and we appreciate your patience during this process.

For your reference, the application details are as follows:

- **Application Reference Number:** [Insert Reference Number]
- **Amount Claimed:** [Insert Amount]
- **Period Covered:** [Insert Period]

You will be notified of the outcome of your application within [Insert Time Frame]. If we require any further information, we will contact you using the details provided above.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]