

# Update on Your VAT Refund Request

Dear [Recipient's Name],

We hope this message finds you well. We are writing to provide you with an update regarding your VAT refund request submitted on [Submission Date].

As of today, your request is currently being processed, and we are working diligently to review all submitted documentation. We expect to complete this process by [Expected Completion Date].

Once your request has been approved, we will notify you immediately and provide details regarding the refund amount and the estimated timeline for the transfer.

Should you have any questions or require further assistance during this time, please do not hesitate to contact our customer service team at [Contact Information].

Thank you for your patience and understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Contact Information]