

# VAT Refund Inquiry Response

Date: [Insert Date]

From: [Your Company Name]

To: [Customer's Name]

Subject: Response to Your VAT Refund Inquiry

Dear [Customer's Name],

Thank you for reaching out regarding your VAT refund inquiry. We appreciate your patience while we reviewed your request.

We would like to inform you that your application for a VAT refund has been received and is currently under review. Please allow us additional time to process your claim, as it may take up to [Insert Time Frame] for completion.

We understand the importance of this matter and assure you that we are working diligently to resolve it. Should you have any further questions or require assistance, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Contact Information]