

VAT Refund Petition Confirmation

Date: [Insert Date]

To:

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to confirm the receipt of your petition for a VAT refund, submitted on [Insert Submission Date]. Your petition has been assigned the reference number [Insert Reference Number].

Please note that our team is currently reviewing the submitted documents and information. We aim to process your request promptly and efficiently. If additional information is required, we will contact you directly.

Thank you for your patience in this matter. Should you have any questions or require further assistance, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]