

# VAT Refund Request Acknowledgment

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Address]

[City, Postal Code]

Email: [Recipient's Email]

Subject: Acknowledgment of VAT Refund Request

Dear [Recipient's Name],

We acknowledge receipt of your VAT refund request submitted on [Insert Submission Date]. Your request is currently under review and will be processed in accordance with our VAT refund procedures.

Please allow [Insert Time Frame] for processing. You will be notified via email regarding the outcome of your request.

Thank you for your attention to this matter. If you have any further questions, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

Email: [Your Email]

Phone: [Your Phone Number]