

# VAT Refund Status Update

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

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, we are pleased to inform you that your VAT refund is currently under review by the tax authorities. We anticipate that the review process will be completed by [Expected Completion Date]. Once the review is finalized, you will receive a confirmation email outlining the details of your refund.

We appreciate your patience during this process. Should you have any questions or require further assistance, please do not hesitate to contact us at [Your Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]