

# **Inquiry Regarding Research and Development Tax Credit Refund**

[Your Name]  
[Your Address]  
[City, State, Zip]  
[Email Address]  
[Phone Number]

[Date]

[Recipient's Name]  
[Recipient's Title]  
[Department or Company Name]  
[Address]  
[City, State, Zip]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the status of our Research and Development Tax Credit refund for the fiscal year [insert year]. We submitted our application on [insert submission date] and have not yet received any updates.

As this refund is critical for our ongoing projects, we would appreciate any information you can provide regarding the current status of our claim and the estimated timeline for resolution.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Company Name]