

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Institution Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the status of my dividend tax refund submitted on [submission date]. The reference number for my application is [reference number].

As I have not yet received any updates regarding the processing of my refund, I would appreciate any information you could provide about its current status. If there are any additional documents or information required to expedite this process, please let me know.

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

Sincerely,

[Your Name]