

Dividend Tax Refund Notification

Dear [Recipient's Name],

We are writing to inform you about the process for your dividend tax refund for the financial year [Year]. As a shareholder of [Company Name], you may be eligible for a refund on the taxes withheld from your dividend payments.

To initiate the refund process, please follow the steps below:

1. Complete the attached Dividend Tax Refund Application Form.
2. Include any required documentation, such as proof of dividend payments and tax withholdings.
3. Submit the application and documents to our dedicated refund processing team at [Email Address] or mail them to [Physical Address].

The deadline for submissions is [Deadline Date]. We recommend that you submit your application as soon as possible to ensure timely processing.

If you have any questions regarding the process, please do not hesitate to contact our customer support team at [Customer Support Phone Number] or [Customer Support Email Address].

Thank you for being a valued shareholder of [Company Name]. We appreciate your cooperation and look forward to assisting you with your tax refund.

Best regards,

[Your Name]
[Your Position]
[Company Name]
[Company Contact Information]