

Municipal Tax Rebate Application Status Update

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Update on Municipal Tax Rebate Application Status

We are writing to inform you about the status of your municipal tax rebate application submitted on [Insert Submission Date]. As of today, your application is currently being processed, and we expect to have a resolution by [Insert Expected Resolution Date].

We appreciate your patience during this time. If you have any questions or require further information, please feel free to contact our office at [Insert Phone Number] or via email at [Insert Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Department/Office Name]

[Municipality Name]