

Tax Refund Request Acceptance

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

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to inform you that your request for a tax refund, submitted on [Date of Request], has been accepted. After a thorough review, we have processed your refund in the amount of [Refund Amount].

Please expect the refund to be issued to you by [Refund Issuance Date]. If you have any questions regarding this process, do not hesitate to contact us at [Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]