

# Tax Refund Eligibility Acknowledgment

Date: [Insert Date]

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

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

## **Subject: Acknowledgment of Tax Refund Eligibility**

Dear [Recipient's Name],

We are writing to inform you that we have reviewed your recent tax filing and are pleased to acknowledge your eligibility for a tax refund.

Your refund amount is calculated based on the information provided in your tax return for the year [Insert Year]. As per our calculations, you are entitled to a refund of [Insert Amount].

Please ensure that all the documentation is submitted to process your refund. If you have any questions or require further assistance, feel free to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title]  
[Company/Organization Name]