

# Tax Refund Confirmation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to inform you that your tax refund for the year [Insert Year] has been successfully processed. The total amount of your refund is [Insert Amount].

The refund will be issued to you by [Insert Method of Refund] within [Insert Time Frame]. Please allow additional time for processing as per the guidelines.

If you have any questions regarding your refund, please do not hesitate to contact our office at [Insert Phone Number] or [Insert Email].

Thank you for your prompt filing, and we appreciate your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]