

Tax Refund Confirmation

Date: [Insert Date]

To: [Insert Taxpayer's Name]

Address: [Insert Taxpayer's Address]

Dear [Taxpayer's Name],

We are writing to confirm that we have received your request for a tax refund for the tax year [Insert Tax Year]. Your application is currently being processed, and we appreciate your patience during this time.

You can expect your refund to be processed and issued within [Insert Time Frame] days. Should you have any questions regarding your refund status, please do not hesitate to contact our office at [Insert Contact Number] or [Insert Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[Your Contact Information]