

Tax Refund Acceptance Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to acknowledge the receipt of your correspondence regarding the tax refund for the tax year [Insert Year]. I appreciate your prompt handling of this matter.

As per the information provided, I understand that my tax refund amount is [Insert Amount]. I accept the refund and look forward to its processing.

If you require any further information or documentation from my end, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]