

Verification of Tax Refund Approval

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],

Subject: Verification of Tax Refund Approval

This letter serves to confirm the approval of my tax refund for the tax year [Insert Year]. I would like to verify the details associated with this refund.

Refund Amount: [Insert Amount]

Tax Identification Number: [Insert TIN]

Reference Number: [Insert Reference Number]

Date of Approval: [Insert Date]

Sincerely,

[Your Name]