

# Payroll Tax Refund Follow-Up Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my previous request regarding the payroll tax refund submitted on [Insert Submission Date]. As of today, I have not yet received confirmation regarding the status of this request.

As you know, the timely processing of payroll tax refunds is crucial for our financial planning and compliance requirements. I kindly ask for an update on the status of my pending request.

If you need any additional information or documentation to expedite the process, please do not hesitate to reach out to me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. I look forward to your prompt reply.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]