

# Payroll Tax Refund Inquiry

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Dear [Tax Authority Contact Name],

I am writing to inquire about the status of our payroll tax refund submitted on [Date of Submission] for [Tax Year]. We are a small business located in [City, State], and the refund amount requested is [\$ Amount].

We submitted all necessary documentation, including [briefly list any documents submitted, e.g., payroll records, previous tax returns, etc.], and have yet to receive confirmation regarding the status of our refund. As a small business, these funds are critical to our operations, and we would greatly appreciate any updates you can provide.

Please let us know if there are additional forms or information you need from us to expedite the processing of our inquiry.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]