

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Explanation for Non-filing of Income Tax Return

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally explain my situation regarding the non-filing of my Income Tax Return (ITR) for the financial year [insert year].

[Briefly explain the reason for not filing the ITR, e.g., low income, financial difficulties, personal circumstances, etc.]

I understand the importance of filing taxes and assure you that this was not a decision made lightly. [If applicable, mention any communication with tax authorities or steps taken to resolve the situation.]

I appreciate your understanding and support during this time. Should you require any additional information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]