

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

[Recipient Name]  
[Recipient Title]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Subject: Statement of No Income Tax Return (ITR)

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally state that I have not filed any Income Tax Returns (ITR) for the financial year [insert year] due to [brief explanation for not filing, e.g., lack of taxable income, relevant circumstances, etc.].

Please let me know if you require any additional information or documentation regarding this matter.

Thank you for your attention to this correspondence.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Designation, if applicable]