

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

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

Subject: Absence of Income Tax Return Filing

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally inform you that I have not filed my Income Tax Return (ITR) for the financial year [insert financial year] due to [briefly explain reason, e.g., "insufficient income," "personal circumstances," etc.].

Consequently, I understand the implications of non-filing and assure you that I am taking steps to address this matter by [mention any actions being taken, e.g., "seeking financial advice," "preparing necessary documents," etc.].

Please let me know if you require any further information or if there are specific forms I should complete to formalize this notification.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]