

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Subject: Request for Clarification on Lack of ITR Documentation

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address the recent correspondence regarding the insufficiency of my Income Tax Return (ITR) documentation submitted for [specific purpose, e.g., loan application, tax assessment, etc.].

I acknowledge the need for complete documentation and appreciate your diligence in reviewing my files. However, I would like to clarify the specific documents or information that are lacking, so I can rectify the situation promptly.

Please advise me on the exact requirements needed to complete my ITR submission. I am committed to resolving this matter swiftly and would appreciate your guidance on the next steps.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]