

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Tax Authority's Name]  
[Tax Authority's Address]  
[City, State, Zip Code]

Subject: Application for Non-ITR Filing Due to Low Income

Dear [Tax Authority's Name/Department],

I hope this letter finds you well. I am writing to formally request an exemption from filing Income Tax Returns (ITR) for the assessment year [insert assessment year] due to my low income.

As per the income criteria set forth by the tax regulations, my total annual income for the financial year [insert financial year] was [insert amount], which is below the taxable limit. The details of my income sources are as follows:

1. Employment Salary: [insert amount]
2. Other Income (if any): [insert amount]

Given that my total income is below the prescribed threshold, I believe I am not required to file an ITR for the mentioned assessment year.

I kindly request you to acknowledge this letter and confirm my exemption from filing the ITR. Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]