

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

[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Tax Authority/Agency Name]
[Agency Address]
[City, State, Zip Code]

Subject: Declaration of No Income Tax Return for [Tax Year]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally declare that I did not have any taxable income for the tax year [insert year].

As a [briefly describe your occupation or status, e.g., student, retired, etc.], my income was below the threshold for filing a tax return.

Therefore, I am not required to file a federal income tax return for the year mentioned above.

Please find attached any relevant documentation that supports my claim. Should you require any additional information or clarification regarding my financial situation, please feel free to reach out to me at the contact information provided above.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]