

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

[Recipient Name]
[Recipient Title/Position]
[Organization Name]
[Organization Address]
[City, State, ZIP Code]

Subject: Non-Submission of Income Tax Return

Dear [Recipient Name],

I hope this letter finds you well.

I am writing to formally inform you that I will not be submitting my Income Tax Return (ITR) for the financial year [mention the relevant financial year], as my income for this period does not exceed the taxable limit.

As per the guidelines set forth by the Income Tax Department, I am eligible for non-filing due to [briefly explain the reason, e.g., income level, nature of income, etc.].

Please feel free to reach out if you need any further information or documentation regarding my income status.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]

[Attachment: Any relevant documents, if necessary]