

[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: Explanation for No Income Tax Return

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to explain my situation regarding the absence of an income tax return for the year [specify year].

Due to [briefly explain reason, e.g., low income, no employment, etc.], I did not earn enough to be required to file a federal tax return for the specified year. [Provide any additional relevant details or context that supports your claim, e.g., unemployment, part-time work, etc.].

To further clarify, my total income for the year was [specify amount], which is below the filing threshold as set by the IRS. [If applicable, mention any documentation you are enclosing or willing to provide, such as W-2 forms, proof of income, etc.].

I appreciate your understanding regarding my tax situation and am more than willing to provide any additional information if necessary. Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]