

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

[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Subject: Acknowledgment of Income Tax Return (ITR) Submission

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to formally acknowledge the receipt of my Income Tax Return (ITR) for the assessment year [Year]. I have submitted the necessary documents and completed the filing process on [Date of Submission].

Please find the details of my submission below:

- Name: [Your Full Name]
- PAN: [Your Permanent Account Number]
- ITR Form Number: [Form Number]
- Acknowledgment Number: [Acknowledgment Number]

I kindly request you to confirm the receipt of my ITR and provide any further instructions if required.

Thank you for your attention to this matter.

Sincerely,

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