

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

[Recipient's Name]
[Recipient's Designation]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Subject: Declaration of Income Tax Returns (ITR)

Dear [Recipient's Name],

I, [Your Name], son/daughter of [Father's/Mother's Name], residing at [Your Address], hereby declare that I have filed my Income Tax Returns (ITR) for the financial year [Year].

I affirm that the information provided in my ITR is accurate and compliant with the applicable laws. My ITR acknowledgment number is [Acknowledgment Number] and was filed on [Date of Filing].

Please let me know if you require any further documentation or clarification regarding my tax returns.

Thank you for your attention to this matter.

Sincerely,

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