

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

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

Subject: No Income Tax Return (ITR) Verification Letter

Dear [Recipient Name],

I hope this letter finds you well.

I am writing to formally declare that I have not filed an Income Tax Return (ITR) for the financial year [insert financial year] due to [briefly state the reason, e.g., no taxable income, low income, etc.]. Please find my details below for your reference:

- Name: [Your Name]
- PAN: [Your PAN Number]
- Assessment Year: [Insert Assessment Year]
- Address: [Your Address]

I confirm that I have complied with all necessary regulations and requirements. Should you require any further information or documentation, please feel free to contact me.

Thank you for your understanding.

Sincerely,

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