

[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: Request for No Income Tax Return Statement

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request a No Income Tax Return Statement for the financial year [specify year(s)], as I need it for [state the purpose, e.g., loan application, visa processing, etc.].

I have not filed an Income Tax Return for the mentioned financial year(s) due to [brief explanation, e.g., not meeting the taxable income threshold, etc.].

Please let me know if you require any additional information or documentation to process my request. I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Tax Identification Number/Other Relevant Information]