

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

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

Subject: No Tax Return Letter

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally confirm that I have not filed a tax return for the tax year [specify year] due to [reason for not filing].

As per the requirements, I would like to clarify the following details regarding my financial situation:

1. ****Income****: [Briefly explain your income situation]
2. ****Filing Status****: [Briefly explain your filing status]
3. ****Additional Information****: [Any other relevant information]

Please let me know if you need any further information or documentation regarding my tax filing status. Thank you for your understanding.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]