

[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: Clarification Regarding Non-filing of Income Tax Return

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to formally address the matter concerning the non-filing of my Income Tax Return (ITR) for the assessment year [insert year].

As per my financial records, my total income for the mentioned period was below the taxable limit, which is why I did not file an ITR.

Additionally, I have [insert any relevant reasons such as "no taxable income," "involuntary unemployment," etc.], which further justifies my decision.

I understand the importance of maintaining accurate records with the tax authority and I want to ensure that my status is clearly communicated to avoid any potential misunderstandings.

Should you require any further information or documentation, please feel free to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]