

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

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

Subject: Absence of Income Tax Return (ITR)

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally inform you about the absence of my Income Tax Return (ITR) for the financial year [insert financial year] due to [briefly explain reason, e.g., unforeseen circumstances, personal issues, etc.].

I understand the importance of submitting my ITR on time and assure you that I am taking necessary steps to resolve this matter. I am currently [explain any actions you are taking to file your ITR], and I anticipate having everything in order by [provide a timeline if possible].

I apologize for any inconvenience this may cause and appreciate your understanding in this matter. If there are any further requirements or documentation needed from my side, please feel free to reach out.

Thank you for your attention to this matter. I look forward to your kind understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Designation (if applicable)]