

[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: Confirmation of No Income Tax Return (ITR) Filing

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to confirm that I have not filed an Income Tax Return (ITR) for the financial year [Year] due to [reasons, e.g., not meeting the income threshold, having no taxable income, etc.].

I understand the importance of complying with tax regulations and wish to clarify my current tax status. Please let me know if you require any additional information or documentation regarding this matter.

Thank you for your attention to this matter. I look forward to your acknowledgment of this confirmation.

Sincerely,

[Your Signature]

[Your Printed Name]