

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

Subject: Notification of No Income Tax Filing

Dear [Tax Authority Name/Relevant Department],

I am writing to inform you that I will not be filing an income tax return for the tax year [insert tax year], as my income does not meet the minimum filing requirements set forth by the IRS.

For the tax year in question, my total income was [insert amount], which is below the threshold for filing. I have no other sources of income or deductions that would necessitate a tax return.

Please let me know if you require any additional information to process this notification. I appreciate your understanding.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]
[Your Social Security Number (optional)]