

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

[Tax Authority Name]  
[Tax Authority Address]  
[City, State, Zip Code]

Subject: Income Tax Document Verification

Dear [Tax Authority Official's Name or "To Whom It May Concern"],  
I am writing to request the verification of my income tax documents for the assessment year [Year].

Below are the details of my income tax filing:

- Name: [Your Full Name]
- PAN: [Your Permanent Account Number]
- Assessment Year: [Year]
- Filing Status: [Individual/Company/Partnership, etc.]

Enclosed with this letter are copies of the following documents for your review:

1. Income Tax Return for the assessment year [Year]
2. Form 16/16A
3. [Any additional documents, if applicable]

I appreciate your assistance in verifying my documents and kindly request a confirmation upon completion of the verification process.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]