

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

[Recipient's Name]
[Recipient's Title/Position]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Subject: Submission of Income Tax Proof

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to submit my income tax proof for the [specific year or period] as requested.

Please find attached the following documents:

1. [Document 1: e.g., Form 16]
2. [Document 2: e.g., Income Tax Return]
3. [Any other relevant documents]

If you require any additional information or documentation, please do not hesitate to contact me. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]