FORMAL REQUEST FOR THE RETURN OF SEIZED RECORDS FOLLOWING INCOME TAX SURVEY

To,
[Recipient's Name]
[Designation]
[Income Tax Department Office Address]
PAN: [Your PAN Number]

Subject: Request for Return of Seized Records Following Survey

Dear Sir/Madam,

I hope this letter finds you in good health. I am writing in reference to the recent survey conducted by the Income Tax Department at my premises on [Date], pertaining to my tax assessment for the financial year [20XX-20XX].

During the survey, certain records and documents were seized by the department for further examination and verification. I fully understand and appreciate the department's responsibility to ensure compliance with tax regulations, and I am fully committed to cooperating with the authorities in this regard.

I would like to formally request the return of the seized records, as they are crucial for the smooth functioning of my business/financial affairs. These records include:

1. Invoices
2. Bank statements
3. Account books
4. [Other relevant documents]

I assure you that these documents are essential for my day-to-day operations and for the accurate filing of my tax returns.

I am committed to providing any additional information or clarification required by the department to facilitate the assessment process. I understand that the department needs time to thoroughly review the seized records and cross-reference them with the information provided. Therefore, I kindly

request an update on the progress of the assessment and an estimated timeline for the completion of this process.

I am aware of the importance of adhering to the legal and regulatory procedures and will comply with any requests for documentation or information that may arise during this period.

Please find attached a copy of the acknowledgement receipt issued by your team during the survey. This should serve as a reference for the records that were seized.

I kindly request that you consider my situation and expedite the return of the seized records at your earliest convenience. If there are any formalities or procedures I need to follow to ensure the prompt return of the records, please let me know, and I will fulfill them promptly.

Thank you for your attention to this matter. I look forward to a positive response from your end. You can reach me at [Phone Number] or [Email Address] for any further communication or clarification.

Sincerely,
[Your Name]
[Your Signature]
[Your Address]

Enclosure: Copy of Acknowledgement Receipt