# Formal Reply to Notice Under Section 131 of the Income Tax Act: Request for Extension

**From,**
[Your Name]
[Your Address]
[City, State, PIN Code]
[Email ID]
[Contact Number]

**Date:** [DD/MM/YYYY]

**To,**
The Assessing Officer
[Income Tax Circle/Ward]
[Office Address]

## Subject: Reply to Notice Under Section 131 of the Income Tax Act – Request for Extension

**PAN No:** [Your PAN]

Dear Sir/Madam,

I acknowledge the receipt of your **Income Tax Notice under Section 131 of the Income Tax Act, 1961**, dated [DD/MM/YYYY] for the Assessment Year [Mention Year]. This notice requires my presence to provide evidence in the assessment proceedings of Mr. [Client's Name]. As per the notice, I am required to appear on [DD/MM/YYYY] at [Time] AM/PM.

However, due to my current health condition, I regret to inform you that I will not be able to appear on the specified date. I sincerely request an **extension for compliance with the Income Tax Section 131 notice** and seek your approval for a revised date. Kindly provide a new date after [Number of Days] days.

I trust that you will consider my request favorably and grant an **extension under Section 131 of the Income Tax Act** to ensure proper compliance.

For more details and professional assistance, please visit **www.companymitra.com**.

**Thank you for your understanding.**

**Yours faithfully,**
[Your Name]
[Your Designation] (if applicable)