

Reply to Summon Under Section 131

To,
The Income Tax Officer,
.....
.....

Subject: Reply to Summons Issued under Section 131 of the Income Tax Act, 1961

Reference: Summons No. dated

Dear Sir/Madam,

I am writing in response to the summons issued to me under Section 131 of the Income Tax Act, 1961, which was received on [insert date of receipt of the summons]. I would like to express my intention to comply with the summons and provide the necessary information as requested.

1. Details of the Summons:

I acknowledge the receipt of the summons concerning [briefly mention the subject matter, e.g., income details, specific financial transactions, etc.].

2. Compliance with the Summons:

I am committed to cooperating with your office and will provide the required documents and information. The following details will be provided by [insert a specific date, preferably within the timeline mentioned in the summons]:

- [List out the documents/information you are providing]
- [If applicable, mention any clarifications or additional information you may need to provide]

3. Request for Clarification (if applicable):

If there are specific details or formats you require for the documents, kindly let me know so that I can prepare them accordingly.

Thank you for your understanding and support. I assure you of my full cooperation in this matter. Should you need any further information or clarification, please feel free to contact me.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Designation (if applicable)]

Important Notes:

- **Be Prompt:** Make sure to respond within the timeframe specified in the summons.

- **Be Accurate:** Provide all requested documents and information as accurately as possible.