

LETTER FOR OBTAINING XEROX COPIES OF SEIZED BOOKS OF ACCOUNTS AND DOCUMENTS

From,

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Dated

To,

The Assessing Officer,

Circle/Ward

Dear Sir/Madam,

Subject : letter for obtaining xerox copies of seized books of accounts and documents

PAN No

A search was conducted at my client's residence and office premises during which his statement was recorded u/s. 132(4) and certain books of account and documents were seized.

In this context, I would submit as under :

I would request you to kindly provide a copy of my client's statement recorded u/s. 132(4) of the Income Tax Act on

Kindly also allow the xerox copies of the seized books of account and documents. A convenient date may kindly be fixed by you and intimated to my client.

Copy of valuation report of Jewellery found/seized and also any other details which may be useful for my client in preparation of the returns of the block period.

You would appreciate that for making proper return of the block period it is relevant and necessary to have the above documents/details.

Therefore, please provide the above documents without any delay.

For more information on taxation, company law, and other legal compliance matters, kindly visit our website:
www.companymitra.com

Assuring you of my client's full co-operation

Thanking you

Yours faithfully

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