

## SAMPLE TEMPLATE EXAMPLE OF REPLY LETTER WITH EXPLANATION AGAINST INCOME TAX NOTICE

The Income Tax Officer

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Ref : ITO Wd-----

Sub : -----

Dear Sir,

With reference to notice No. ----- dated -----, kindly find below the following information as requested by you.

(i) Nature of Service rendered or goods supplied to or by you for the accounting period ended on 31<sup>st</sup> March, 20--: -----

(ii) Enclosed is the certified copy of the Ledger Balance of the aforesaid assessee as on 31<sup>st</sup> March, 20--.

(iii) No rebate or discount or incentive was allowed or received.

(iv) Not Applicable

(v) PAN No. ----- and the mailing address of our assessing officer is  
Additional Commissioner – -----Further, please find enclosed  
receipt copy of Income Tax Return.

(vi) No commission was received by us during F.Y. 20---20-

(vii) No advance was given by us to the above mentioned party in F.Y. 20---20--

Kindly acknowledge the receipt of the above documents

"For any assistance or queries, feel free to reach out to us at [www.companymitra.com](http://www.companymitra.com)."

Thanking you,

Yours faithfully

For -----

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