[Sender Name]

[Sender Designation]

[Company Name]

[Name of Recipient]

[Designation of Recipient]

Date:

**Subject: Response Letter to Taxation Office**

Dear Sir/Madam,

On behalf of [mention company name], I am writing this letter in response to the notice served to me on [mention date]. In this notice, it was mentioned that our organization has not filed the return of income tax from two years which, I am afraid, is completely wrong.

I believe that this notice has been served to us by mistake. But still for the purpose of record, I have attached with this letter, the income tax return of [mention company name] for the last two years. Make sure to check these records and returns.

For any other information or queries, feel free to contact me.

Sincerely Yours,

[Sender Name]

[Sender Signature]

[Sender Contact Details]