

FROM:

REGD AD

Name _____

Address _____

PAN NO.:

Date: _____

To,
The Income Tax Officer,
Ward _____
Income Tax Office

Dear Sir,

Subject: Non receipt of Refund Order for the A. Y. 200__ - __

I enclose photocopy of acknowledgement copy of my income tax return dated _____. Though considerable time has passed I have not received assessment and refund order.

I request you to kindly look into the matter and do the needful at the earliest.

Thanking you,

Yours faithfully,

[_____]

Encl: as above.