

Sample Response Letter to Income Tax Scrutiny Notice

Name: [Full Name as per PAN]

PAN: [PAN Number]

Assessment Year: [A.Y. YYYY-YY]

ITR Filing Date: [Date when ITR was filed]

Acknowledgment Number: [ITR-V Acknowledgment Number]

To:

The Assessing Officer
Income Tax Department
[Complete Address of the IT Office]
[City, State - PIN Code]

Date: [Date of Response]

Subject: Response to Scrutiny Notice u/s 143(2) of Income Tax Act, 1961 - A.Y. [Assessment Year]

Reference: Notice No. [Notice Number] dated [Notice Date]

Respected Sir/Madam,

This is in reference to the notice issued under Section [mention section] of the Income Tax Act, 1961, bearing **DIN: [XXXXXXXX]**, dated **[Notice Date]**, for the Assessment Year **[20XX]**.

I, [Your Full Name], PAN [XXXXX1234X], am hereby submitting my response along with the supporting documents as requested in the said notice.

Please find below the point-wise reply and the attached documents:

1. [Query 1 – e.g., Clarification on salary income discrepancy]

Response: [Explain briefly and clearly]

Supporting Document: Form 16 issued by employer, salary slips, bank statement

2. [Query 2 – e.g., Deduction under Section 80C]

Response: [Explain deduction claimed and proofs attached]

Supporting Document: LIC receipt, ELSS statement, PPF deposit slip

All the above documents are uploaded on the **e-Filing portal** under the e-Proceedings section for the relevant Assessment Year.

If any further information is required, I am ready to provide it at your earliest request.

I trust that the above clarifications and supporting documents will address the concerns raised in the notice. Please let me know if you require any further information or clarification.

Thank you for your time and consideration.

Sincerely,

[Your Signature – if submitting physically]

[Your Full Name]

[Your PAN]

Enclosures:

1. Copy of Scrutiny Notice
2. Copy of filed ITR (if not already with the department)
3. [Any other relevant document copies]