Sample Client Tax Advice Letter

From, Armaan Singh

A103, Society of Estate Delhi-20003

Date: August 27th, 2020 To,

Mr. Rao

19/4, Lake Estate Kolkata-21

Dear Mr. Rao,

Our team has been looking into your IT return file for months now. However, after scrutiny of the same, we have found certain loopholes in the information provided. We request you to maintain enough transparency to ensure better analysis, which will help us investigate.

A file has been attached, mentioning the slab rates and other details. Please have a look and revert as soon as possible.

Yours sincerely, Armaan Singh