**Sample Undertaking Letter for Service Tax in Word Format**

From:

Ramesh Gupta

Director, Zenith Technology,

6/42 Sec 3, Jawahar Nagar

Delhi

Date: 24.04.17

To,

The Accounts Officer

Horizon Computers Pvt. Ltd.

Plot 5, Gandhi Nagar

Delhi

Sub: Undertaking of Service Tax

Dear Sir,

We are writing this letter in order to inform you that service charge for Quarter III for FY 2016-17 is still unpaid as concluded during the meeting held on 31st March, 2017.

We request to you please clear due service tax amount to the department so that challans for the same can also be submitted. We assure you that from now onwards, we will make the submissions of the challan as and when the quarter ends to avoid any penalties.

Thanking in anticipation

Regards

Ramesh Gupta

Director,

 Zenith Technology