**Letter Seeking Another Date for Income-Tax Assessment**

It is really advisable to inform the Income Tax Officer, in case you will not be able make a visit on the appointed date and time for tax assessment. Learn to draft a formal letter asking the officer to give you another date for the same by writing professional letters seeking another date for income tax assessment.

Here is a short and informative template for the same which contains all necessary information about the appointment and reason for absence along with a request to reschedule it as per convenience. Use this draft to design a personalized letter.

**Format of Letter Seeking Another Date for Income-Tax Assessment**

Zee Cable Manufacturers  
1234 New Street  
California

23rd June 23, 2014

To :

The Income-Tax Officer,  
12, Herman Street,  
California.

Dear Sir,

This is response to your letter dated 30.3.2009 which invited us on July 15, 2014 for income tax assessment of our company M/s Zee Cable Manufacturers.

I regret I shall be out on an official tour from 12th July till 18th July 2014, and I shall not be able to make a visit to your Office before 20th July 2014.

Thereby, I request you to please reschedule the meeting as per your convenience.

Yours sincerely,

For Zee Cable Manufacturers

(John Smith)

Manager