**Format for Response Letter to income tax department for demand notice**

From

Anurag Sharma

52 Gulmohar Street

Delhi

Date: 07.04.17

To,

The Income-Tax Officer,

Income Tax Department

Delhi

Sub: Assessment Year 2016-17- Notice Under Section ABC

Dear Sir,

I request you to please refer to your notice under section ABC in context with assessment year 2016-17 in which it has been stated that a sum of INR 8450 is due on me as Income Tax.

In this context, I would like to put forward a few facts to bring more clarity in this matter:

1. The total tax for assessment year 2016-17 was calculated to be INR 9000 and was paid well on time.
2. I have already made an advance payment of my income tax for assessment year 2015-16, the copy of which has been enclosed with this letter.

Therefore, I request you to please go through these documents and drop the demand which has been wrongly raised by passing a rectification order for the same.

Thanking in anticipation.

Sincerely,

Anurag Sharma

Enclosures:

1. ITR for assessment year 2016-17
2. Advance Payment of Tax receipt for assessment year 2016-17.