

**LETTER TO AO REQUESTING TRANSFER OF  
FILE TO ANOTHER AO**

To,  
The Assessing Officer

Dear Sir,

Subject : Assessment year\_\_\_\_\_ Assessment records -  
Transfer to

P.A.No.

I am regularly assessed to tax by the Assessing Officer, Ward  
However, my return of income for the assessment year \_\_\_\_\_ was mistakenly  
filed in your office vide your office acknowledgement No. \_\_\_\_\_ dated  
(copy enclosed for ready reference).

I request you to kindly transfer my file to the Assessing Officer, Ward  
who is the officer who has jurisdiction to assess me.

Thanking you  
Yours faithfully