

**LETTER TO AO REGARDING
GIVING OF APPEAL EFFECT**

To,
The Assessing Officer
Ward

Dear Sir,

Subject : Assessment year _____ - Appeal effect -
P.A. No.

Being aggrieved by the assessment order under section for the assessment year _____ in my case, I had filed an appeal before the learned Commissioner of Income-tax (Appeals) - Range, _____, against the said order. The appeal has since been heard by the Commissioner (Appeals) and I have received his order dated _____ in this regard.

I am happy to say that the Commissioner (Appeals) has allowed my appeal. A copy of his order is enclosed for your ready reference. Once effect is given to the appellate order, the income returned by me would have to be accepted and I will be entitled to a refund of Rs. _____ along with interest thereon. I request you, therefore, to give effect to the order of the Commissioner (Appeals) and issue the refund order at your earliest convenience.

Thanking you
Yours faithfully