

**LETTER TO AO REGARDING SETTING
OFF OF TAX PAYABLE AGAINST
REFUND DUE**

To,
The Assessing Officer
Ward

Dear Sir,

Subject : Assessment year _____ - Demand of Rs. _____ - Set off
against refund due for assessment year _____ - Request for
P.A. No.

I am in receipt of your assessment order dated _____ under section _____ for the assessment year _____. The order shows that an amount of Rs. _____ is payable by me by way of tax on regular assessment.

On going through my records, however, I find that a sum of Rs. _____ has been determined by you as being due to me by way of refund for the assessment year _____. I request that the tax payable by me for the assessment year _____ be set off against the amount due to me for the assessment year _____. Refund order for the balance sum of Rs. _____ along with interest may kindly be sent to me.

Thanking you
Yours faithfully

RUSHABH