

Letter Head

Date: _____

To,

The Capricorn Identity Services Pvt. Ltd.

709, Roots Tower, Plot No.: 7

Laxmi Nagar District Centre

Delhi: 110092, India

Dear Sir/Mam,

Sub : Non-Submission of Income Tax Return (ITR)

This is to inform you that my company, namely _____, having pan card no. _____, situated at _____, of which i am a _____, is unable to submit the ITR that is required at your end, for the issuance of a new Digital Signature Certificate (DSC) in the name of my company, only due to the reason that my company is recently formed and we are yet to file the Income Tax Return.

Hence, I would like to request you to kindly co-operate and issue me a DSC after reviewing the remaining supporting documents, which to my knowledge is complete and appropriate in all relevant aspects.

Thanking you

Your Faithfully

For,
