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Dated:

Sub: Urgent- Updation of email and mobile number at Income tax E-filing Website
Ref: Client ID

Dear Sir/Madam,

This is to inform you that as per the initiative of Income Tax Department, every assessee who is e-filing his/her Income tax Returns (ITRs) is required to update its valid email id and contact no by logging to the account at income tax e-filing website, namely <https://incometaxindiaefiling.gov.in>. Therefore you are advised to update your email and mobile as soon as possible to avoid delays in filing of your ITRs. Apart from that you can update as secondary contact, email and mobile under the category of CA as under:

Mobile: 94150xxxx1

Email: abc_ca@mail.com

Just in case you have not documented your login ID or password, the last used e-filing login and password as available with our office is as under:

User Login: AAXXX1234K

Password: mypassword123

Your are once again advised to immediately update your contacts details as above and send us a confirmation of the same.

Thanking you

Sincerely

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