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To

Dated:

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Sub: Urgent- Updation of email and mobile number at Income tax E-filing Website
Ref: Your email/telephonic conversation/discussion

Dear Sir/Madam,

This is with respect to Your email/telephonic conversation/discussion on the above subject.

You have asked us to update your email id and mobile at income tax e-filing website on your behalf.

The email and mobile provided by you is as under:

Email:

Mobile No.:

We wish to inform you that our professional charges for this one time exercise would be Rs.(Rupees.....). You are request to send your consent to the above before we could update your contact details as provided by you.

Thanking you

Sincerely

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