**Input Fields:**

|  |  |
| --- | --- |
| **#** | **Particular to be inserted** |
| 1 | Date of Making adjournment Application |
| 2 | Designation of Officer |
| 3 | Address of Officer |
| 4 | Name of the Assessee |
| 5 | Case Reference |
| 6 | Notice Reference (need drop down list) |
| 7 | Date of Hearing |
| 8 | Reason for Non-attaining of case (need drop down list) |
| 9 | Name of Signing Person |
| 10 | Designation of Signing Person |

Dated: - ………1…….

To,

………2……………….

………3……………….

**Sub: Adjournment in the case of M/s ……………4……………………….**

**Ref: …………………5………………………**

Dear Sir,

We acknowledged your notice ……………6…………….. whereby case is fixed for hearing on …………7………… However, …………8…………., hence you are requested to kindly adjourn the case.

Your favorable action in this regard will be highly appreciated.

Thanking you,

Yours faithfully,

For **………4……………**

………9……………

**(…………10…………….)**