

**LETTER TO AO REQUESTING
ADJOURNMENT OF HEARING**

To,
The Assessing Officer
Ward

Dear Sir,

Subject : Assessment year _____ - Regular hearing under
section _____ - Adjournment - Request for

P.A. No.

The abovementioned case has been fixed for hearing today vide your notice dated_____. Unfortunately, my representative, Shri_____, Chartered Accountant, is down with viral fever and is, therefore, not in a position to attend the hearing. I request you, therefore, to kindly grant an adjournment of the hearing to any date convenient to you after

Thanking you
Yours faithfully