

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Subject: Resolution of TDS Deduction Issue

Dear [Recipient Name],

I hope this letter finds you well. I am writing to address an issue I have encountered regarding the TDS (Tax Deducted at Source) deductions applied to my payments for the financial year [Year].

[Briefly describe the issue you are facing, including any relevant details such as the amount deducted, dates involved, and any previous correspondence regarding the issue.]

I kindly request your assistance in resolving this matter at your earliest convenience. Please find attached [mention any supporting documents, if applicable], which provide further details.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Designation, if applicable]
[Your Company Name, if applicable]
[Attachment: Supporting Documents]