

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

[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, ZIP Code]

Subject: Request for Correction of Wrongly Deducted TDS

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to bring to your attention an issue regarding the TDS (Tax Deducted at Source) deduction made from my payment for the financial year [Year].

On [Date of Deduction], an amount of [Amount] was deducted as TDS under section [Relevant Section] of the Income Tax Act. Upon reviewing my records, I believe this deduction was made in error due to [briefly explain the reason, e.g., incorrect income slab, no applicable tax liability, etc.].

I kindly request you to review my case and rectify the mistake by either refunding the deducted amount or adjusting it in my next payment. I have attached relevant documents, including [list any supporting documents, e.g., payslips, tax return, etc.], for your reference.

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

Sincerely,

[Your Name]  
[Your Designation, if applicable]  
[Your Company Name, if applicable]