

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

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

Subject: Formal Complaint Regarding TDS Deduction Errors

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally address an issue regarding the TDS (Tax Deducted at Source) deductions that have been applied to my account.

On [Date of Transaction/Month], I noticed discrepancies in the TDS deductions for my earnings/payment as per [specify the relevant documents, e.g., pay slips, tax documents]. After reviewing my records, it appears that the TDS amounts deducted do not align with the applicable tax rates or my taxable income.

Details of the discrepancies are as follows:

- \*\*Transaction/Payment Date:\*\* [Date]
- \*\*Amount Paid:\*\* [Amount]
- \*\*TDS Deducted:\*\* [Amount]
- \*\*Expected TDS Rate:\*\* [Rate]
- \*\*Discrepancy Amount:\*\* [Amount]

I request that you investigate this matter and provide clarification regarding these deductions. Additionally, I kindly ask that any corrections be made to ensure that my tax records accurately reflect the correct TDS deductions.

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

Sincerely,

[Your Name]  
[Your Designation, if applicable]