

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

[Recipient Name]
[Recipient Title/Position]
[Department Name]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Subject: Appeal Against Incorrect TDS Payments

Dear [Recipient Name],

I hope this message finds you well.

I am writing to formally appeal against the incorrect Tax Deducted at Source (TDS) payments related to my account/[PAN Number] for the financial year [insert relevant year].

Details of the incorrect TDS payments are as follows:

- TDS Reference Number: [insert reference number]
- Amount of TDS Deducted: [insert amount]
- Date of Payment: [insert date]

Upon reviewing my financial records and tax obligations, I believe that the TDS deducted was in error due to [briefly explain reason for appeal, e.g., incorrect calculation, wrong tax slab, etc.].

I kindly request a thorough review of my case and the necessary corrections to be made. I have attached the supporting documents, including [list any documents you are attaching, such as bank statements, payslips, or previous correspondence].

Thank you for your attention to this matter. I look forward to your prompt response and a resolution to my appeal.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]