

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

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

Subject: Appeal for Correction of TDS Deduction Mistakes

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally appeal regarding the discrepancies I have noticed in the Tax Deducted at Source (TDS) deductions related to my income for the assessment year [YYYY-YYYY].

Details of the TDS deduction are as follows:

- PAN: [Your PAN]
- GST Number (if applicable): [Your GST Number]
- Period of Deduction: [Start Date] to [End Date]
- Amount Deducted: [Amount]
- TDS Certificate Number: [Certificate Number]

Upon reviewing my records, it appears that the TDS deductions made do not align with the actual income reported and the applicable tax rate. I believe this may be a clerical error, and I kindly request a thorough review and correction of these deductions.

Enclosed are copies of relevant documents, including my tax returns, TDS certificates, and any other supporting paperwork that verifies my claims. I appreciate your immediate attention to this matter and look forward to your prompt response.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Name]