

[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: Query Regarding Incorrect TDS Deduction

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to bring to your attention an issue regarding the Tax Deducted at Source (TDS) deduction from my payments for the financial year [specify year/period]. Upon reviewing my records, I have noticed some discrepancies that I would like to address.

[Briefly explain the nature of the incorrect TDS deduction, including relevant details such as amounts, dates, and any supporting information.]

I kindly request your assistance in resolving this matter at your earliest convenience. Please let me know if you require any further information or documentation from my side.

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

Sincerely,

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