

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Designation]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Subject: Notification of Incorrect TDS Calculations

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to bring to your attention an issue regarding the calculation of Tax Deducted at Source (TDS) related to my account for the financial year [insert financial year]. Upon reviewing my TDS statements, I have noticed discrepancies that require immediate rectification.

The specific details of the incorrect TDS calculations are as follows:

- Assessment Year: [insert year]
- Total Income: [insert amount]
- TDS Deducted: [insert incorrect amount]
- Correct TDS Amount (as per my calculations): [insert correct amount]

I kindly request you to review my case and make the necessary adjustments to reflect the accurate TDS amount. Attached are relevant documents for your reference, including [mention any attached documents such as tax statements, calculation sheets, etc.].

I appreciate your immediate attention to this matter and look forward to your prompt response. Please feel free to contact me at [your phone number] or [your email address] should you require any further information.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]