

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

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

Subject: Request for Rectification of TDS Calculation Errors

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to bring to your attention an error that has been identified in the calculation of Tax Deducted at Source (TDS) for the financial year [Year/Period].

Upon reviewing the TDS details, I have noticed discrepancies that have affected the total amount deducted. The incorrect details are as follows:

- [Error Description 1]
- [Error Description 2]
- [Error Description 3]

I kindly request your assistance in rectifying these errors at your earliest convenience. Enclosed with this letter are the relevant documents and evidence supporting my claims, including [mention any documents provided, e.g., tax statements, calculation sheets].

Please let me know if any additional information is required for this rectification process. I appreciate your prompt attention to this matter and look forward to your positive response.

Thank you for your cooperation.

Sincerely,

[Your Name]  
[Your Designation]  
[Your Company Name] (if applicable)  
[Your Tax Identification Number]