

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

To,

[Recipient's Name]
[Recipient's Designation]
[Recipient's Organization]
[Organization's Address]
[City, State, ZIP Code]

Subject: Reporting Incorrect TDS Adjustments

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally report an issue regarding the incorrect adjustments made to my Tax Deducted at Source (TDS) for the financial year [insert financial year].

My PAN number is [insert PAN number], and the details of the incorrect adjustments are as follows:

- Period of Deduction: [insert period]
- Amount of TDS Claimed: [insert claimed amount]
- Amount of TDS Deducted: [insert deducted amount]
- Details of the Deductor: [insert deductor's name and details]

Upon reviewing my tax records, I noticed discrepancies that do not align with the TDS certificates issued to me. Attached to this letter are the relevant documents, including TDS certificates and any correspondence for your reference.

I kindly request you to review this matter and make the necessary corrections to my TDS adjustments at the earliest convenience.

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

Sincerely,

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