

[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: Request for Correction of TDS Deductions

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a correction in the Tax Deducted at Source (TDS) that has been applied to my account for the financial year [specify year].

Upon reviewing my records, I have noticed discrepancies in the TDS amounts deducted related to [mention the specific income or payment type, e.g., salary, contract services, etc.]. The details are as follows:

- PAN: [Your PAN Number]
- TDS Reference Number: [Reference Number]
- Amount deducted: [Incorrect Amount]
- Correct amount as per calculation: [Correct Amount]
- Reason for correction: [Briefly explain the reason]

I kindly request you to review the details and make the necessary adjustments to reflect the accurate TDS deductions. Attached to this letter are the relevant documents supporting my request, including [list documents like payslips, contracts, etc.].

I appreciate your prompt attention to this matter and look forward to your response. If you require any further information or documentation, please do not hesitate to contact me.

Thank you for your cooperation.

Sincerely,

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