

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

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

Subject: Request for Review of TDS Discrepancies

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a review of the discrepancies I have encountered in the TDS (Tax Deducted at Source) records for the financial year [insert financial year].

Upon reviewing my TDS statements and related documents, I have noticed inconsistencies regarding [briefly describe the discrepancies, e.g., amounts deducted, TDS certificates not matching, etc.]. These discrepancies have raised concerns about the accuracy of my tax filings and compliance with the tax regulations.

I would appreciate it if you could look into this matter as soon as possible. I have attached copies of the relevant documents for your reference, including [list any documents attached, e.g., payslips, TDS certificates, tax filings].

Please let me know if you require any further information or clarification. I look forward to your prompt response so we can resolve these issues swiftly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]  
[Your Company Name, if applicable]