

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

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

Subject: Correction of Incorrect TDS Amount

Dear [Recipient Name],

I hope this letter finds you well.

I am writing to bring to your attention an error in the TDS amount deducted from my income for the financial year [insert year]. Upon reviewing my records, I found that the amount deducted was [insert wrong TDS amount], whereas it should have been [insert correct TDS amount].

I kindly request you to take the necessary steps to rectify this discrepancy at your earliest convenience. Please find attached the relevant documents supporting my claim.

Thank you for your prompt attention to this matter. Should you require any additional information, please do not hesitate to contact me.

Sincerely,

[Your Name]
[Your Designation, if applicable]
[Your Company Name, if applicable]
[Your Signature (if sending a hard copy)]