

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

To,

The Assessing Officer,
[Income Tax Department Address]
[City, State, ZIP Code]

Subject: Request for TDS Refund Due to Error

Dear Sir/Madam,

I hope this letter finds you well. I am writing to formally request a refund of the Tax Deducted at Source (TDS) for the financial year [insert financial year] due to an error in [briefly describe the error, e.g., incorrect TDS amount deducted, erroneous PAN linkage, etc.].

My details are as follows:

- Name: [Your Full Name]
- PAN: [Your PAN Number]
- Assessment Year: [Insert assessment year]
- TDS Details: [Provide details of TDS deducted, such as the amount, the deductor's name, etc.]

I have attached the relevant documents [mention any documents such as TDS certificates, payment receipts, income statements, etc.] that support my request.

I kindly request your prompt attention to this matter and look forward to your positive response.

Thank you for your assistance.

Sincerely,

[Your Name]