

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Company/Institution Name]
[Company Address]
[City, State, Zip Code]

Subject: TDS Discrepancy Clarification

Dear [Recipient Name],

I hope this letter finds you well. I am writing to bring to your attention a discrepancy I have noticed regarding the Tax Deducted at Source (TDS) as reflected in my financial records for the assessment year [insert year].

Details of the discrepancy are as follows:

- **PAN:** [Your PAN Number]
- **Assessment Year:** [Insert Assessment Year]
- **TDS Deducted By:** [Name of the deductor]
- **Amount of TDS Deducted:** [Insert amount]
- **TDS Certificate Number:** [Insert certificate number]
- **Applicable Section of the Income Tax Act:** [Insert relevant section]

Upon reviewing my records against the TDS statement provided, it appears that the amount deducted by [mention deductor] does not match the amount reported in my Form 26AS. The difference is [mention discrepancy amount]. I kindly request you to investigate this matter and provide clarification regarding the discrepancy. If there has been an error on my end in reporting, please let me know, and I will rectify it promptly.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]