

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

[Recipient's Name]
[Company Name]
[Company Address]

[City, State, ZIP Code]

Subject: Complaint Regarding TDS Error

Dear [Recipient's Name],

I am writing to bring to your attention an issue concerning the Tax Deducted at Source (TDS) for the financial year [insert year].

On [insert date], I noticed discrepancies in the TDS amount deducted from my income as mentioned in my [salary slips/financial statements]. The details are as follows:

- PAN: [Your PAN]
- TDS Amount Deducted: [Incorrect Amount]
- Expected TDS Amount: [Correct Amount]

I have attached copies of the relevant documents to support my claim, including [mention any documents attached].

I request you to kindly look into this matter and rectify the TDS error at your earliest convenience. Timely correction will help avoid any discrepancies in my tax filings.

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

Sincerely,

[Your Name]