

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

Subject: Dispute Regarding Incorrect TDS Deductions

Dear [Recipient's Name],

I am writing to formally dispute the TDS (Tax Deducted at Source) deductions made from my payments for the financial year [insert year]. According to my records, the deductions do not accurately reflect my taxable income or the applicable tax rates.

Details of the Case:

- **Name:** [Your Name]
- **PAN:** [Your PAN]
- **Payment Reference No:** [Insert Reference Number]
- **TDS Amount Deducted:** [Insert Amount]
- **Period of Payment:** [Insert Period]

Upon reviewing my tax statements and the payments made, I believe the TDS amount deducted is incorrect due to [briefly specify the reason: e.g., "inclusion of incorrect income figures," "application of wrong tax rate," etc.].

I kindly request that you review the records and provide clarification on the deduction made. Additionally, I would appreciate it if you could initiate the process for rectifying this discrepancy, ensuring that future deductions are accurately calculated.

Please find attached copies of relevant documents, including [list any supporting documents: e.g., payment receipts, tax statements, etc.].

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]

[Attachments: List of Attached Documents]