

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

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

Subject: Appeal for TDS Exemption

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally appeal for an exemption from Tax Deducted at Source (TDS) based on [briefly state your grounds for exemption, e.g., income level, tax status, etc.].

I believe that I qualify for this exemption due to [provide detailed reasons and any relevant supporting information or documentation].

I kindly request you to consider my appeal and grant me the necessary exemption from TDS. I am hopeful for a prompt response to expedite the process.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]

[Enclosures: List any supporting documents]