

[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: Declaration of TDS Non-Applicability

Dear [Recipient's Name],

I am writing to formally declare that TDS (Tax Deducted at Source) is not applicable to my income for the financial year [mention financial year]. As per the provisions outlined in [mention relevant section of tax law], my income falls under the category of [state reason for non-applicability, e.g., total income below the taxable limit, specific exemptions, etc.]. Therefore, I kindly request that no TDS be deducted from my payments.

Please find attached the necessary documents supporting my declaration. Thank you for your attention to this matter. I look forward to your confirmation.

Sincerely,

[Your Name]

[Your Designation, if applicable]

[Company Name, if applicable]