

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Subject: Request for Non-Deduction of TDS

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the non-deduction of Tax Deducted at Source (TDS) on the payments to be made to me for [describe the nature of the services provided or the purpose of the payment].

As per [refer to relevant section of the tax laws, if applicable], I believe I qualify for exemption from TDS under [specific criteria or reasons]. Therefore, I kindly request you to consider my application and refrain from deducting TDS on the forthcoming payments.

Attached are the necessary documents for your reference:

1. [List of documents, e.g., PAN Card, Declaration, Certificate, etc.]

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Designation, if applicable]
[Your Company Name, if applicable]