[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]
Subject: Request for Non-Deduction of TDS
Dear [Recipient Name],
I hope this letter finds you well. I am writing to formally request the non-deduction of Tax Deducted at Source (TDS) on [mention the nature of payment, e.g., professional fees, services rendered, etc.], for the period of [mention relevant period].
As per the provisions of the Income Tax Act, I believe that I am eligible for non-deduction of TDS due to [mention the reason, e.g., lower tax bracket, tax exemption certificate, etc.]. I have attached the necessary documentation to support my request, including [list any attached documents, if applicable].
I kindly request you to consider my application and ensure that no TDS is deducted from my payments during this period.
Thank you for your attention to this matter. I look forward to your prompt response.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Designation/Title (if applicable)]