

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

Subject: Formal 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) for [mention specific payment, service, or transaction] pertaining to [mention period or year]. As per the applicable provisions of the Income Tax Act, and given my current financial status, I believe I qualify for an exemption from TDS deduction. [You may briefly explain your reasons or grounds for this request, if necessary, e.g. "I have submitted the necessary documents for my tax exemption status"].

I kindly request you to consider my application for non-deduction of TDS and process the payment accordingly. I have attached relevant documents [list documents, if any, such as Form 15G/15H, income proof, etc.] for your reference.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Designation/Title, if applicable]