

****Non-Deduction of TDS Format for Professionals****

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

To,

[Recipient's Name]
[Recipient's Designation]
[Recipient's Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Subject: Non-Deduction of TDS on Professional Fees

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to formally request the non-deduction of TDS (Tax Deducted at Source) on my professional fees pertaining to [specify the services provided, e.g., consulting, legal, etc.] for the period of [mention time period].

Details of my services are as follows:

- ****Nature of Services****: [Describe the nature of professional services]
- ****Invoice Amount****: [Specify the amount]
- ****Invoice Number****: [Specify the invoice number]
- ****Date of Invoice****: [Specify date of invoice]

As per the prevailing tax regulations, [briefly state the reason for non-deduction of TDS, e.g., threshold limit, exemption, etc.]. I believe that my professional fees fall under the category exempt from TDS deduction.

I kindly request you to process the payment without the deduction of TDS. Please find attached [any relevant documents such as certificates, tax declarations] for your reference.

Thank you for your attention to this matter. Should you require any further information, please do not hesitate to contact me.

Looking forward to your prompt response.

Warm regards,

[Your Signature (if sending a hard copy)]
[Your Name]
[Your PAN Number]
[Your GST Number (if applicable)]

****Attachments****

1. Copy of Invoice
2. [Any other relevant document]
