

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

[Recipient's Name]  
[Recipient's Designation]  
[Company/Organization 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) for the financial year [mention relevant year].

[Provide a brief explanation of the reason for the request, e.g., income below taxable limit, applicability of tax exemption, etc.]

I have attached the necessary documents and certifications to support my request.

I appreciate your consideration of my application and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

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