

[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) on my earnings/income for the financial year [insert financial year]. I would like to bring to your attention the following reasons for this request:

1. [Reason 1: e.g., I am below the taxable income threshold.]
2. [Reason 2: e.g., I have submitted the necessary documentation, such as Form 15G/Form 15H, indicating my eligibility for non-deduction.]
3. [Reason 3: e.g., My total taxable income during this financial year does not exceed the limit prescribed under the Income Tax Act.]

I kindly request that you process my request and refrain from deducting TDS on my income. Should you require any further information or documentation to support my case, please do not hesitate to contact me. Thank you for your attention to this matter.

Sincerely,

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