

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Designation]
[Company 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 request the non-deduction of Tax Deducted at Source (TDS) on my payments for the financial year [insert relevant year].

As per [mention any relevant guidelines or reasons, such as income threshold, exemptions under the Income Tax Act, etc.], I believe that my current earnings fall below the taxable limit or qualify for exemption. I kindly request you to process my payments accordingly and refrain from the deduction of TDS in this respect. I would be happy to provide additional documentation or clarification as needed.

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

Warm regards,

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