

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

[Recipient's Name]
[Recipient's Title]
[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].

As per the provisions of the Income Tax Act, I believe that the income earned by me during this period qualifies for non-deduction of TDS under [mention relevant section or provision, if applicable].

I have attached all necessary documentation to support my request, including [list any supporting documents such as Form 15G/15H, relevant income proof, etc.].

I kindly urge you to consider my request and process the payments accordingly without TDS deduction. If you require any further information or clarification, please feel free to contact me at [your phone number] or [your email address].

Thank you for your prompt attention to this matter.

Sincerely,

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