

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

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

Subject: Request for Non-Deduction of TDS

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request that no Tax Deducted at Source (TDS) be deducted from my payments due to [specific reason, e.g., non-availability of taxable income, exemption under the Income Tax Act, etc.].

As per the guidelines set forth by the Income Tax Department, I qualify for exemption from TDS based on [provide applicable details or sections of the tax laws]. Please find attached the relevant documents that support my claim.

I would appreciate your cooperation in ensuring that TDS is not deducted from my payments for the mentioned period. Should you need any further information or clarification, please feel free 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)]
[Your PAN Number (if applicable)]