

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

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

Subject: TDS Declaration

Dear [Recipient's Name],

I hereby declare my Tax Deducted at Source (TDS) details for the financial year [insert financial year].

1. Name: [Your Name]

2. PAN: [Your PAN Number]

3. Income Details:

- Nature of Income: [Specify Nature]
- Amount: [Specify Amount]

4. TDS deductions made:

- TDS Deducted by [Name of the entity]: [Specify Amount]
- TDS Certificate Number: [If applicable]

I confirm that the above information is accurate to the best of my knowledge and I will notify you of any changes in my TDS information.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]

[Your Name]