

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

Subject: Request for TDS Exemption

Dear [Recipient's Name],

I hope this letter finds you well.

We, [Your Company's Name], are writing to formally request an exemption from Tax Deducted at Source (TDS) as per the provisions of the Income Tax Act. Our particulars are as follows:

- **PAN**: [Your PAN]

- **Financial Year**: [Relevant Financial Year]

- **Nature of Income**: [Description of the income]

As per the guidelines stipulated, we believe that we qualify for the exemption based on [reasons for exemption, e.g., nature of income, specific clauses under the tax laws, etc.]. We have attached the necessary documentation to support our request.

We kindly request you to process this exemption at your earliest convenience. Should you require any further information or clarification, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]

[Your Company's Address]

[Your Contact Information]

[Your Email Address]

[Attachments: Relevant documents supporting exemption]