

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

[Recipient's Name]  
[Recipient's Designation]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]

Subject: Authorization for Non-Deduction of TDS

Dear [Recipient's Name],

I, [Your Name], holding PAN [Your PAN Number], am writing to request that you do not deduct Tax Deducted at Source (TDS) for my account for the financial year [mention year].

As per the provisions of the Income Tax Act and the supporting documents provided, I am eligible for non-deduction of TDS due to [state reason, e.g., being below the taxable limit, applicable exemptions, or any other relevant reason].

Please find attached the necessary documents for your reference:

1. [Document 1]
2. [Document 2]
3. [Any other relevant document]

I kindly request you to process this authorization and confirm the non-deduction status at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

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