

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

[Recipient Name]  
[Recipient Designation]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Subject: Notification Regarding TDS Return Submission

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally notify you regarding the submission of the Tax Deducted at Source (TDS) return for the assessment year [insert assessment year].

As per the provisions outlined by the Income Tax Department, I have completed the filing process and submitted the TDS return on [insert submission date]. The details of the return are as follows:

**\*\*Form Type:\*\*** [insert Form Type, e.g., 26Q, 27Q]

**\*\*Period Covered:\*\*** [insert period, e.g., April 2023 to June 2023]

**\*\*TDS Amount Deducted:\*\*** [insert total TDS amount]

Please find attached the acknowledgment for your reference. Should you require any further details or documentation regarding the submission, do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Designation]  
[Your Company Name]