

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

[Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[Organization's Address]
[City, State, Zip Code]

Subject: Formal Request for TDS Return

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the return of the Tax Deducted at Source (TDS) for the financial year [mention the financial year].

As per the provisions of the Income Tax Act, I have duly filed my income tax returns and have fulfilled all necessary obligations related to the TDS. However, I have yet to receive the corresponding return of TDS deducted from my income.

I kindly request you to process my application for the TDS return at your earliest convenience. I have attached all relevant documents, including the TDS certificates and my income tax return acknowledgment, for your reference.

If you require any further information or documentation, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]