

[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: TDS Return Compliance for the Financial Year [Insert Year]

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to confirm the compliance of TDS (Tax Deducted at Source) return submissions for the financial year [Insert Year]. As per the requirements set forth by the Income Tax Department, we have ensured that all TDS returns are filed accurately and on time.

Details of the filed TDS returns are as follows:

- ****TDS Return Period****: [Specify the period]
- ****Form Type****: [e.g., Form 26Q/Form 27Q]
- ****Acknowledgment Number****: [Insert acknowledgment number]
- ****Date of Filing****: [Insert date]
- ****Challan Details****: [Provide details of the challan used for payment, if applicable]

Please find enclosed the relevant supporting documents, including acknowledgment copies and challan receipts, for your reference. If you require any additional information or clarification, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

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