

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

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

Subject: Clarification on TDS Return Penalties

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to seek clarification regarding the penalties associated with the TDS (Tax Deducted at Source) return submissions.

As per the recent notifications from [relevant authority or organization], there have been updates pertaining to TDS compliance deadlines and the penalties for late submissions. I would appreciate it if you could provide detailed information on the following:

1. The current penalty rates for late TDS return filings.
2. Any grace periods or waivers currently in effect.
3. Procedures for addressing or appealing any penalties already imposed.
4. Recommendations for ensuring timely compliance moving forward.

Understanding these elements is crucial for maintaining our compliance and avoiding any unnecessary penalties. Your prompt response would be greatly appreciated.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]