

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

The Income Tax Officer
[Income Tax Department Address]
[City, State, Zip Code]

Subject: Request for TDS Return Rectification for the Financial Year
[Year]

Dear Sir/Madam,

I am writing to formally request the rectification of my TDS return for the Financial Year [Year]. The details of my TDS return are as follows:

- PAN: [Your PAN]
- Acknowledgment Number: [Acknowledgment Number]
- Assessment Year: [Assessment Year]
- TDS Amount Claimed: [Amount]

Upon reviewing my records, I noticed discrepancies related to [briefly describe the error, e.g., wrong TDS details, incorrect PAN, etc.]. I have attached the relevant documents to support my claim for rectification. I kindly request you to initiate the necessary corrections and update your records accordingly. I appreciate your prompt attention to this matter and would be grateful for your guidance on any further steps I need to take.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Designation, if applicable]
[Your Company Name, if applicable]