

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

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

Subject: Submission of TDS Return for [Quarter/Year]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to officially submit the TDS return for the period of [specify quarter/year] as per the requirements set forth by the Income Tax Department.

Enclosed with this letter are the following documents:

1. TDS Return Form [form number or type]
2. Acknowledgment receipt of TDS payment
3. Challans for the payments made
4. Any additional documents as required

The details of the TDS return are as follows:

- TAN: [Your TAN Number]
- Financial Year: [Specify Year]
- Quarter: [Q1/Q2/Q3/Q4]
- Total TDS Deducted: [Amount]
- Total Net Payment: [Amount]

Please confirm the receipt of this submission and do not hesitate to contact me for any further information or clarification required.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Designation] (if applicable)

[Your Company Name] (if applicable)