

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

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to confirm the submission of the TDS return for the [mention the specific quarter or financial year, e.g., July-September 2023] as per the requirements set forth by the Income Tax Department.

Details of the TDS return are as follows:

- ****TDS Deduction Structure****:

- Nature of Payment: [Specify nature, e.g., Salary, Rent, Professional Fees]

- TDS Deducted: [Amount]

- TDS Deposited: [Amount]

- PAN of Deductee: [Provide details]

- ****Challan Details****:

- Challan Number: [Enter Challan Number]

- Payment Date: [Enter Payment Date]

Attached with this email are the relevant documents for your reference.

If you have any questions or require further details, please feel free to reach out.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]

[Date]