

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

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

Subject: Discrepancies in TDS Return for Assessment Year [Year]

Dear [Recipient Name],

I hope this message finds you well. I am writing to bring to your attention some discrepancies I have noticed in the TDS return submitted for the assessment year [Year].

Upon reviewing the TDS records, I observed the following discrepancies:

1. **\*\*Mismatch in Amounts\*\***: The TDS amount reported for [specific transaction or month] does not align with my records. According to my documentation, the amount should be [correct amount].
2. **\*\*Incorrect PAN Details\*\***: The PAN details mentioned in the return for [name of the deductee] appear to be incorrect, as the correct PAN is [correct PAN].
3. **\*\*Missing Transactions\*\***: Certain transactions for [specific month or quarter] are not reflected in the TDS return. These transactions, with a total TDS of [amount], should have been included.

I kindly request that you review these discrepancies as soon as possible. Should you require any additional documentation or details to facilitate the review, please do not hesitate to contact me. I appreciate your prompt attention to this matter and look forward to resolving these issues.

Thank you for your assistance.

Sincerely,

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