

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

To,

The Tax Officer

[Tax Department Name]
[Department Address]
[City, State, Zip Code]

Subject: Filing of TDS for the Financial Year [YYYY-YYYY]

Dear Sir/Madam,

I hope this letter finds you well.

I am writing to formally submit the TDS (Tax Deducted at Source) return for the financial year [YYYY-YYYY]. Please find enclosed the necessary documents and details regarding the TDS deductions made during this period.

Details of TDS Filing:

- TAN: [Your TAN Number]
- PAN: [Your PAN Number]
- Financial Year: [YYYY-YYYY]
- Quarter: [Q1/Q2/Q3/Q4]
- Total TDS Deducted: [Amount]

I have ensured that all data submitted is accurate and complies with the guidelines set by the Income Tax Department. If you require any further information or clarification, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

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