

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

To

The Income Tax Officer

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

Subject: Application for TDS Return Filing

Dear Sir/Madam,

I am writing to formally apply for the filing of the TDS return for the financial year [Year] in respect of my account/company [Your PAN or Company PAN].

The details of the TDS deducted are as follows:

- Name of the Deductor: [Name]
- PAN of the Deductor: [PAN]
- Period: [Quarter/Year]
- Amount of TDS deducted: [Amount]
- Type of Payment: [Nature of payment]

I request you to kindly accept this application and facilitate the TDS return filing process. I have enclosed all the necessary documents for your reference.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Name]  
[Your Designation (if applicable)]  
[Your Company Name (if applicable)]