

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

[Recipient Name]
[Recipient Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Explanation for TDS Return Submission

Dear [Recipient Name],

I hope this letter finds you well. I am writing to provide an explanation regarding the recent submission of our TDS return for the period [mention period, e.g., April 2023 to June 2023].

Due to [briefly describe reason, e.g., changes in our organizational structure, errors in previous filings, etc.], we encountered some challenges that affected our ability to submit our TDS return accurately. We have taken the necessary steps to rectify these issues by [mention corrective actions, e.g., implementing new accounting software, conducting staff training, etc.].

In our recent submission, we have ensured that all relevant deductions have been calculated correctly and are in compliance with the TDS regulations set forth by the tax authorities. We have also enclosed supporting documents for your reference.

We appreciate your understanding and support in this matter. Should you require any further information or documentation, please do not hesitate to contact me directly at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Designation]
[Company Name]