

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

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

Subject: Follow-up on TDS Return Submission

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to follow up on the Tax Deducted at Source (TDS) return that was submitted on [submission date].

As per our records, we have not yet received confirmation of the processing or any updates regarding the status of the submission.

Could you please provide an update on the current status? This information is crucial for our financial records and compliance with tax regulations.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

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