

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Reminder for Filing TDS Return

Dear [Recipient Name],

We hope this letter finds you well. This is a friendly reminder regarding the upcoming due date for filing your TDS return for the period of [specify period].

As per the Income Tax Act, the deadline for submitting your TDS return is [due date]. It is crucial to ensure that the return is filed on time to avoid any penalties or interest charges.

Please ensure that all necessary calculations and documentation are in order. If you require any assistance, feel free to reach out to our team. Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]